

# Finance & Administration Committee

## AGENDA



**Members** Crs D Thurley (Chairperson), D Betteridge, D Cameron, G Docksey, A Glachan (Ex Officio), P Gould, R Jackson, K Mack and H van de Ven.

**Staff** General Manager.

Members are advised that the next **Finance & Administration Committee Meeting** will be held in the **Council Chambers**, AlburyCity Administration Building, 553 Kiewa Street, Albury on **Monday 15 July 2013**, immediately following the Community & Cultural Committee Meeting.

### **FAC 1 – CONFLICT OF INTEREST DECLARATIONS RECEIVED BY THE CHAIR**

- 1A Conflict of Interest Declarations
- 1B Chairperson to advise that the meeting is being recorded

### **FAC 2 – APOLOGIES**

- 2A Apologies of Committee Members

### **FAC 3 – CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING .....2**

- 3A Minutes of the Finance & Administration Committee Meeting held on Monday 20 May 2013 at 6.07pm .....2

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- 6A Draft Asset Disposal Policy (DOC13/50955) .....7
- 6B Revised Recruitment and Selection Policy and Procedure (DOC13/47089).....10
- 6C Draft Code of Meeting Practice (DOC13/51717) .....15
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- 6H Investment Balances for Month of June 2013 (DOC13/51939).....27

### **FAC 7 – GENERAL BUSINESS .....31**

**Note** *A light meal will be served at 5.15pm, at 'Charlies on Kiewa', for Councillors and staff required to attend the meeting.*

Frank Zaknich  
**General Manager**

11 July 2013

# AlburyCity – Finance & Administration Committee

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### FAC 3 – CONFIRMATION OF THE MINUTES OF THE PREVIOUS MEETING

#### 3A Minutes of the Finance & Administration Committee Meeting held on Monday 20 May 2013 at 6.07pm

**Present** Crs D Thurley (Chairperson), D Betteridge, D Cameron, A Glachan (Ex Officio), P Gould, R Jackson and H van de Ven.

**Apologies** Crs K Mack and G Docksey.

**Staff** General Manager, Director Community & Recreation, Director Corporate Services, Director Economic Development & Tourism, Director Engineering, Director Planning & Environment, Group Leader Financial Services, Team Leader Governance, IT Officer and Governance Officer.

#### FAC 1 CONFLICT OF INTEREST DECLARATIONS RECEIVED BY THE CHAIR

##### 1A Conflict of Interest Declarations

*There were no Conflict of Interest Declarations received by the Chairperson.*

##### 1B Recording of Meeting

*The Chairperson advised those present that the meeting is being recorded.*

#### FAC 2 APOLOGIES

##### 2A Apologies of Committee Members

###### **Cr Glachan Moved, Cr Gould Seconded**

That the Committee receive, note and accept the apology of Committee Members, Crs Mack and Docksey, and grant leave of absence for the meeting.

**CARRIED**

#### FAC 3 CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING

##### 3A Minutes of the Finance & Administration Committee Meeting held on Monday 18 March 2013 at 6.14pm

###### **Cr van de Ven Moved, Cr Glachan Seconded**

That the Committee recommends to Council that the Minutes of the Finance & Administration Committee Meeting held on Monday 18 March 2013, at 6.14pm, be adopted.

**CARRIED**

# AlburyCity – Finance & Administration Committee

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### FAC 4 MATTERS ARISING FROM PREVIOUS MINUTES

In response to a question the General Manager provided an update regarding Item GB1 the review of the Investment Policy and Procedure.

The Policy and Procedure was discussed at the May Audit Committee. A further draft will be provided to the August Audit Committee Meeting.

### FAC 5 MINUTES OF ADVISORY COMMITTEES AND WORKING PARTIES

*There were no Minutes of Advisory Committees and Working Parties.*

### FAC 6 REPORTS FOR DISCUSSION

#### 6A Quarterly Budget Review – March 2013 (DOC13/35412)

##### **Cr Glachan Moved, Cr van de Ven Seconded**

That the Committee recommends to Council that Council:

- a. receive and note this report;
- b. adopt the review of the Financial Plan for the quarter ending 31 March 2013; and
- c. adopt the variations to the 2012-2013 Financial Plan, as outlined in this report.

**CARRIED**

#### **ACTIONS**

1. *Director Corporate Services to provide further information in relation to the legal services budget.*
2. *The General Manager to consider if a future model for legal services could be a combination of contracted legal service providers and a staff member.*

#### 6B Operational Plan Quarterly Progress Report – March 2013 (DOC13/37751)

##### **Cr Gould Moved, Cr Glachan Seconded**

That the Committee recommends to Council that Council receive and note the Operational Plan –Quarterly Progress – March 2013 Report.

**CARRIED**

# AlburyCity – Finance & Administration Committee

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### **6C Corporate Health Indicators Report – March 2013 (DOC13/33644)**

#### **Cr Jackson Moved, Cr Glachan Seconded**

The Committee recommends to Council that Council receive and note the March 2013 Corporate Health Indicator Report.

**CARRIED**

### **6D Investment Balances for the Month of April 2013 (DOC13/34854)**

#### **Cr Betteridge Moved, Cr Gould Seconded**

That the Committee recommend to Council that Council receive, note and accept the Investment Balances for the Month of April 2013.

**CARRIED**

#### **ACTION**

*Director Corporate Services to provide Councillors with a summary of the CDO Investments that have reached maturity.*

### **FAC 7 GENERAL BUSINESS**

*There was no General Business.*

*Meeting closed at 6.22pm.*

**FAC 4 – MATTERS ARISING FROM THE MINUTES**

# **AlburyCity – Finance & Administration Committee**

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### **FAC 5 – MINUTES OF ADVISORY COMMITTEES & WORKING PARTIES**

*At the time of this Agenda preparation there were no Minutes of Advisory Committees & Working Parties.*

# AlburyCity – Finance & Administration Committee

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### FAC 6 – REPORTS FOR DISCUSSION

#### 6A Draft Asset Disposal Policy (DOC13/50955)

DATE 4 July 2013

CONFIDENTIAL YES  NO  If yes please tick one of the following reasons  
Personnel Matters  Commercial  Legal  Security  Personal Hardship

MEETING DATE Monday 15 July 2013

FURTHER ENQUIRIES TO Murray Teakel PHONE 6023 8235  
Engineering

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#### Background

In 2012 Council participated in the Better Practice Review conducted by the Division of Local Government. One of the outcomes of this review was an action item to develop and implement an Asset Disposal Policy. Therefore the purpose of this report is to introduce and summarise the key points of the *draft* Asset Disposal Policy. Please note that this policy excludes land, buildings and Council's cultural collection.

Although there is no specific Local Government Act or Regulation pertaining to the disposal of Council assets, the policy has been developed in accordance with existing Council Policies and following extensive consultation both internally and with other NSW Councils.

The ICAC publication 'Practical Guide to Corruption Prevention' has also been reviewed as it includes a module on asset disposal.

#### Issues

The Asset Disposal Policy will be Council's overarching policy for the disposal of all assets (excluding land, buildings and the cultural collection).

The intent of the policy is to assist Council Officers in identifying when and how an asset may be disposed of and to ensure the process is transparent and free of any conflicts of interest.

Under this policy, assets are defined as follows:

'Asset' means any Council item (including but not limited to; appliances, equipment, plant, motor vehicles, furniture, computers, uniforms, pipes, fittings, timber, consumables etc.) excluding land, buildings and the cultural collection.

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The policy is divided into the following key areas:

- asset disposal principles;
- asset disposal reasons; and
- asset disposal methods.

A summary of selected key principles is listed below:

- Authority to dispose of assets must be obtained from a Director prior to disposal.
- The 'Asset Disposal Form' must be completed in full for all asset disposals.
- Assets must be offered internally in the first instance to ensure no other Directorate has a need for the asset (excludes assets which have been deemed unsafe or beyond economical repair).
- All assets must be disposed of in a manner that maximises the economic return to Council.
- The 'market value' of an asset must be established prior to disposal and must be fair and consistent with assets of the same or similar nature.
- The direct disposal of Council assets to Council Staff is prohibited.
- Assets with a market value exceeding \$150K (Inc. GST) must be disposed of by public offer.
- Assets must be disposed of in a manner that promotes open and effective competition.
- Where an asset is sold by public auction the asset must have its 'reserve price' authorised in writing by a Director prior to sale.
- Assets being disposed under a recognised Council approved disposal program may be exempt from obtaining the necessary authority prior to disposal (for example, plant replacement program).

A summary of the proposed disposal reasons is listed below:

- obsolescence or redundant;
- Work Health and Safety;
- uneconomical repair;
- under utilisation;
- replacement; and
- surplus to requirements.

The proposed disposal methods are listed below:

- Auction (including online auction services);
- Public offer;
- Trade in;
- Asset destruction;
- Donation; and
- Direct Disposal.

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### Conclusion

Council owns and controls a valuable and diverse range of assets required to support its core business functions. It is recognised that many of these assets will at some point require disposal. Therefore the implementation of this policy is essential to the introduction of a suitable asset disposal process to ensure transparency and accountability.

Additionally, the promulgation of this policy across Council will be necessary to alert all Council staff of their responsibilities with regards to asset disposal.

### Recommendation

That the Committee recommends to Council that Council:

- a. adopt the *draft* Asset Disposal Policy; and
- b. include the Asset Disposal Policy on the Council's Public Policy Register.

- **Attachment**

1. *Draft* Asset Disposal Policy.

# AlburyCity – Finance & Administration Committee

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### 6B Revised Recruitment and Selection Policy and Procedure (DOC13/47089)

DATE 20 June 2013

CONFIDENTIAL YES  NO  If yes please tick one of the following reasons  
Personnel Matters  Commercial  Legal  Security  Personal Hardship

MEETING DATE Monday 15 July 2013

FURTHER ENQUIRIES TO Murray Watson PHONE 6023 8118  
Human Resources

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### Background

The purpose of this report is to provide Council with an update on proposed changes to AlburyCity's Recruitment and Selection Policy and Procedure and to seek endorsement of the revised documents. Manex have approved the revised policy and procedure, however as they are included in the Public Policy Register, Council endorsement is also required.

AlburyCity's Recruitment documents have been utilised in their current form since 2009 and apart from some minor amendments in 2012, have not undergone any significant review.

The current review has been initiated for a number of reasons, including;

- results from the 2011 Employee Opinion Survey regarding internal recruitment opportunities;
- recent reviews on the Human Resources Group, including the DLG Better Practice Review and also the Internal Audit conducted in early 2012; and
- recent changes to the Child Protection legislation and the subsequent impact on recruitment.

In addition to the catalysts above, the review has presented the opportunity to make a number of alterations to the wording of specific areas to ensure clarification and provide clear direction as to how these aspects of the recruitment process need to occur.

### Issues

In reviewing AlburyCity's Recruitment and Selection approach it is important to consider our obligations under the Local Government Act 1993 and also the Local Government (State) Award. Both of these documents place specific obligations on Council to ensure a merit based selection approach along with other more specific obligations.

AlburyCity has a suite of Values and Guiding Principles that should also be the key focus in how we go about undertaking our activities. They are especially critical from a recruitment and selection perspective as they provide both existing and prospective employees with a clear understanding of what the organisation stands for.

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AlburyCity's current Workforce Management Strategy also provides a commitment for the organisation to have a recruitment framework with the following outcomes:

- ensures effective recruitment marketing and promotion;
- recruitment actions are values and behaviour based;
- recruitment approaches are fit for purpose and merit based; and
- opportunities for career enhancement are promoted.

The review of the Recruitment and Selection Policy and Procedures has been undertaken with these goals in mind, along with Outcome 4.5 of Albury 2030 – *Albury Council will plan and lead with good governance.*

As previously mentioned, the 2011 Employee Opinion Survey contained some results that indicated employees felt that the current approach to internal recruitment was not as effective as it could be. In order to further explore these issues, the HR Group undertook a more detailed survey of staff to identify the exact nature of the issues regarding internal recruitment. The feedback obtained focused on the following issues;

- ensuring opportunities are being advertised to staff;
- staff not simply being interviewed on the basis that they are an existing AlburyCity employee;
- direct appointment to a role where the employee has previously been acting in that position;
- the use of probationary periods;
- the duration of the recruitment process;
- better feedback to internal candidates where they are unsuccessful; and
- secondment opportunities being used on a more regular basis.

Both the DLG Review and also the Internal Audit identified some issues around the need for a clear definition of merit based selection and also the need for some clarity around conflicts of interest in the recruitment process. Immediately following these reviews, some minor alterations were made to the procedures; however it has since become evident that a clearer and more effective approach to managing conflicts of interest is required.

Recent changes to Child Protection legislation have also impacted on AlburyCity's recruitment process and there is now the need to reflect these changes in the revised procedures. These alterations relate to a number of stages of the process, from advertising through to referee checking.

### **Risk**

- Business Risk – as identified earlier, AlburyCity has legislative obligations that need to be adhered to from a recruitment perspective and if these are not followed, prosecution can result, along with delays in the process and opportunity loss for the organisation.

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- Corporate Risk – as a public organisation, AlburyCity has a duty to ensure the highest level of integrity and fairness. Our Values identify this and by ensuring we deliver on this duty from a recruitment perspective, we are not only viewed as an excellent employer to work for, but our public image is enhanced as well.

### Options

In analysing the feedback received regarding AlburyCity's current Recruitment & Selection processes, a number of alterations have been made to the policy and associated procedures to not only address some of the issues raised, but also to ensure that we continue to build on the strong behavioural based approach that currently exists.

Whilst the specific alterations are highlighted in red in the attached documents, below is a summary of the key updates.

### Conflict of Interest

There has been more clarity placed around the responsibility for identifying conflicts of interest and in particular how these should be managed. Rather than have duplication, specific reference has been made to the Code of Conduct in this regard. It is important for employees to understand that a conflict of interest should not be seen in a negative light, but rather it is a positive action in ensuring the utmost level of integrity and transparency.

It should be noted that discussions with Kell Moore have confirmed that the enhanced conflicts of interest section in the recruitment process is considered to be a very robust approach.

### Secondment

Numerous references have been made throughout the procedure to secondment arrangements; when they might be suitable, how they operate and what specific considerations are needed.

There have been a number of recent examples of successful secondments within the organisation and the updates to the procedures provide a clear platform for these to be undertaken more regularly where the opportunities arise.

### Child Protection

As previously mentioned, there have been a number of alterations made to ensure that AlburyCity complies with all aspects of the Child Protection Framework and this includes; position advertising, referee checks and also the revised process regarding Working with Children Check clearances.

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### Probationary Periods

While the follow up survey identified the need for a probationary period to be included, such an approach is not considered appropriate nor contemporary. Probationary periods are often perceived as the easy alternative where a poor recruitment decision has been made. In reality however, they are merely the application of AlburyCity's existing Performance Management procedures within the early stages of employment. In addition, probationary periods are not viewed positively by candidates, which can result in limited calibre applications and furthermore, the practice is being used less frequently by organisations.

On this basis, it is felt that probationary periods are not appropriate, particularly in light of our overall approach to recruitment, the numerous selection tools available throughout the process and our existing Performance Management processes.

### Candidate Feedback

The revised procedures have strengthened this area of our recruitment process. By taking a more proactive approach to why the employee was unsuccessful AlburyCity can have a positive influence on employees professional and career development.

Whilst these are the key changes, it should be noted that there have been numerous other alterations to the policy and procedure which have been included to provide clarity around existing processes or to further strengthen the practices that are already in use.

### **Conclusion**

The review of the Recruitment and Selection Policy and Procedures has been undertaken in response to legislative changes and feedback from a number of areas. Whilst this review has resulted in a number of alterations, the overall contemporary and effective nature of this process has also been further enhanced. In addition, the revised policy and procedure clearly aligns with AlburyCity's broader Integrated Planning & Reporting documents as well as our Values and Guiding Principles.

AlburyCity recognises the importance of adopting legally defensible, open and transparent recruitment and selection practices. This procedure provides clear direction around upholding AlburyCity's commitment to being a merit based and equal opportunity employer, whilst at the same time utilising effective tools to ensure that the best applicants for positions will be attracted and selected.

Following endorsement of the policy, procedure and associated guides by Council, the revised documents will be implemented across the organisation. In particular this will involve updates for staff around the key changes as well as access to the revised documents for all employees.

# AlburyCity – Finance & Administration Committee

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### Recommendation

That the Committee recommends to Council that Council:

- a. endorse the revised Recruitment and Selection Policy and Procedure; and
- b. place the revised documents in the Public Policy Register.

- **Attachment**

1. Revised Recruitment and Selection Policy and Procedure.

# AlburyCity – Finance & Administration Committee

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### 6C Draft Code of Meeting Practice (DOC13/51717)

DATE 9 July 2013

CONFIDENTIAL YES  NO  If yes please tick one of the following reasons  
Personnel Matters  Commercial  Legal  Security  Personal Hardship

MEETING DATE Monday 15 July 2013

FURTHER ENQUIRIES TO Kerry Fraser PHONE 6023 8155  
Corporate Services

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### Background

The *Local Government Act 1993* and the Local Government (General) Regulation 2005 set out the basic procedure that must be followed at Council Meetings. A council may choose to adopt a Meeting Code that covers the relevant provisions that are consistent with the Act or the Regulation (S.360(2) of the Act). The Division of Local Government has prepared a Meetings Practice Note to assist councils with the preparation of a Code of Meeting Practice.

A Council, and a Committee of Council of which all members are Councillors, must conduct its meetings in accordance with the Code of Meeting Practice. AlburyCity's Code of Meeting Practice was last adopted in September 2009.

Council's current Meeting Cycle incorporates four Committee Meetings and a formal Council Meeting during a month.

Council's Code of Meeting Practice requires review to ensure compliance with all current provisions, and must be reviewed within one year of a Council election.

The *Local Government Act 1993* (s.361) requires that before adopting a code of meeting practice, Council must:

- prepare a draft code and place it on public exhibition for not less than 28 days; and
- allow a period of not less than 42 days after the date on which the draft code is placed on public exhibition during which submissions may be made to Council.

The *Draft Code of Meeting Practice* was circulated to Councillors at the Councillor Workshop on Monday 8 July 2013, requesting Councillors to advise staff of any changes. Minor changes have been made to clause 68.

### Issues

The revised *Draft Code of Meeting Practice* shows all proposed changes made by Council staff and Councillors. Changes with strikethrough indicate items removed, and text in red type indicates additions or changes.

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The key changes are the addition of:

- clause 16(c) on page 14,
- clause 34 (g) on page 21,
- clause 58 (c) page 34, and
- clause 65 (g) on page 40;
- clause 68 (b)(ii) and clause 68(c); and
- the revision of clause 36 - Variation of Meeting Procedures and clause 41 – Committee of the Whole have been amended and consolidated as clause 36 – Committee of the Whole on page 23.

### **Recommendation**

That the Committee recommends to Council that Council:

- a. endorse the revised *Draft* AlburyCity Code of Meeting Practice; and
  - b. place the document on public exhibition for a minimum of 28 days.
- **Attachment**
    1. *Draft* Code of Meeting Practice for Councillors, Staff and Delegates.

# AlburyCity – Finance & Administration Committee

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### 6D Draft Financial Assistance Policy (DOC13/51862)

DATE 9 July 2013

CONFIDENTIAL YES  NO  If yes please tick one of the following reasons  
 Personnel Matters  Commercial  Legal  Security  Personal Hardship

MEETING DATE Monday 15 July 2013

FURTHER ENQUIRIES TO Judy Charlton PHONE 6023 8150  
 Corporate Service

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### Background

The 2012 Promoting Better Practice Review Report included the following statements.

#### *Delegation of donations*

*The Council's 'Delegation Authority' allows the General Manager to approve minor subsidies and donations. Under s377 of the Act, Councils are unable to delegate this function. The Council also appears not to have a donation policy publicly available to ensure this process is open, fair and transparent.*

*Recommendation 8: The Council should review its Delegation Authority in accordance with the Act, and make publically available a Donations Policy.*

### Issues

#### Albury 2030 Link

Albury 2030 includes the theme “A Leading Community” and the outcome “*AlburyCity will plan and lead with good governance*”. A more transparent process for governing financial assistance will contribute to this outcome.

#### DLG Promoting Better Practice Review Action Plan item

The Action Plan approved by Council in March 2013 following the DLG review included the following actions:

DLG Recommendation	Council's Actions	Status
<i>The Council should review its 'Delegation Authority' in accordance with the Act, and make publically available a Donations Policy</i>	a) Develop and implement a Financial Assistance Policy. b) Delegations amended as part of Delegations Review following Council elections.	a) Draft policy developed. Grants software package implemented. b) Revised Delegations framework prepared following consultation with Council's legal advisers. General Manager's Delegations adopted by Council on Monday 25 March 2013.

# **AlburyCity – Finance & Administration Committee**

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The Delegations that were approved by Council in March 2013, no longer allow the General Manager to approve minor subsidies and donations that are not within an approved budgeted program.

The Division of Local Government issued a circular in May 2006 regarding provision of financial assistance under Section 356 of the Local Government Act. This is provided in *Attachment 1*.

A *draft* Financial Assistance Policy has been prepared (*Attachment 2*). This policy outlines the key methods through which financial assistance is provided. This includes cash, in-kind support and foregone income.

The policy will be supported by an internal procedure which outlines the accounting treatment of the assistance. Council can then more accurately record the \$ value of the assistance, budget for this assistance, and provide transparency to the Council, community and the individual recipients of the true value of the assistance.

The *draft* policy documents information that is already used to guide Council decision making in some areas, such as the sport and recreation grants and the community and cultural grants. Other information in the policy, such as the process for the community bank, had not previously been formally documented.

### **Community Bank Name**

Council has become aware that another party has use of the term Community Bank. It is proposed to refer to Council's community infrastructure grants and loans program as the "AlburyCity Community Fund" from now on.

### **Transparency in the Budget Process**

The aim is to have a more complete outline of all financial assistance (cash and the value of in-kind assistance or foregone income) in future Operational Plans.

This year the 2013-2014 Donations and Sponsorships Schedule included items and \$ values for programs that had not previously been transparently itemised for Council such as subsidised lease fees, landfill gate fees, Albury Entertainment Centre subsidised use and community centre assistance.

The intention is for the 2014-2015 Donations and Sponsorships Schedule, the 2014-2015 Fees and Charges and the 2014-2015 Operational Community Activities budgets to be as complete as possible with regard to itemising financial assistance estimates and ensuring community group venue hire fees are complete in the Fees and Charges Schedule. This information would be transparently reported to Council as part of the budget papers. As Council would have approved the expenditure for each financial assistance program as part of the Operational Plan, then staff can implement the programs without getting Council approval for every single transaction.

# **AlburyCity – Finance & Administration Committee**

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Reports can then be generated against Community Activity ledger numbers to inform management on the amount of assistance being provided through the various operational areas. This can then guide future decision making and budget estimates.

It is also proposed to change the name of the Donations and Sponsorships Schedule to Financial Assistance Schedule and not delineate between donations and sponsorships in future budget documentation.

### **Risk**

Council is required to improve its management of the community financial assistance process to ensure compliance with the Local Government Act and Regulations. A transparent policy and accompanying internal accounting procedures, supported by appropriate transparency through the Operational Plan adoption process, will ensure Council is providing clear information and guidelines for all stakeholders: the general community, financial assistance recipients, Council staff and regulators.

### **Community Engagement**

Many of the elements of the draft Financial Assistance Policy have already been through a community engagement process. For example, the criteria for the Sports and Recreation Grants has been endorsed by Sports Albury over many years. The community has the opportunity to provide submissions on the draft annual Operational Plan each year, which traditionally has included a Donations and Sponsorship Schedule and Fees and Charges. However, as previously noted in this report, not all forms of financial assistance have traditionally been transparent through the budget process. Hence the community does not really know how much financial assistance is provided by Council.

It is proposed to place the draft policy on public exhibition for 28 days and consider submissions prior to Council adopting the policy.

### **Options**

#### *Policy*

Council has committed to adopting a Financial Assistance Policy. Hence the options for the policy relate to its content and the extent of assistance to be provided and whether to publicly exhibit the draft policy or not.

### **Conclusion**

A financial assistance policy and accompanying internal accounting procedure will provide transparency and guidelines for all stakeholders; community, councillors, and staff.

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Changing the name of the Council's community infrastructure grants and loans program to the "AlburyCity Community Fund" should occur now so that documentation is in place for the next round of loan agreements and the 2014-2015 budget process.

### **Recommendation**

That the Committee recommends to Council that Council:

- a. adopts the *draft* Financial Assistance Policy;
  - b. publicly exhibit the *draft* policy for 28 days and considers submissions prior to adoption; and
  - c. use the term "AlburyCity Community Fund" for Council's community infrastructure grants and loans program.
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- **Attachments**
    1. Division of Local Government Circular 18 May 2006 Provision of Financial Assistance under Section 356 of the Local Government Act.
    2. *Draft* Financial Assistance Policy.

# AlburyCity – Finance & Administration Committee

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### 6E Draft AlburyCity Information Guide 2013 Review (DOC13/51886)

DATE 9 July 2013

CONFIDENTIAL YES  NO  If yes please tick one of the following reasons  
Personnel Matters  Commercial  Legal  Security  Personal Hardship

MEETING DATE Monday 15 July 2013

FURTHER ENQUIRIES TO Kerry Fraser PHONE 6023 8155  
Corporate Services

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### Background

The *Government Information (Public Access) Act 2009* (GIPA Act) is designed to meet community expectations of more open and transparent government and encourage government agencies to proactively release government information. The legislation requires certain documentation to be open access information including the AlburyCity Information Guide.

Under s.21 and s.22 of the GIPA Act agencies are required to review their information guide annually. An agency must notify the Information Commissioner before adopting or amending an information guide and must, if requested to do so by the Information Commissioner, consult with the Information Commissioner on the proposed information guide or amendment.

The *Draft AlburyCity Information Guide 2013* has been revised and minor changes made including updating website links. Changes with strikethrough indicate items removed, and text in red type indicates additions or changes.

The guide requires endorsement by the Finance and Administration Committee prior to being forwarded to the Information Commissioner, adoption by Council and publication on the AlburyCity website.

### Recommendation

The Committee recommends to Council that Council adopt the *Draft AlburyCity Information Guide 2013*.

- **Attachment**
  1. *Draft AlburyCity Information Guide 2013*.

# AlburyCity – Finance & Administration Committee

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### 6F Councillors Conference Attendance Report (DOC13/50218)

DATE 8 July 2013

CONFIDENTIAL YES  NO  If yes please tick one of the following reasons  
 Personnel Matters  Commercial  Legal  Security  Personal Hardship

MEETING DATE Monday 15 July 2013

FURTHER ENQUIRIES TO Judy Charlton PHONE 6023 8150  
 Corporate Service

### Background

Councillors Payment of Expenses and Provision of Facilities Policy, adopted on 26 November 2012, require a report to Council each six months on conferences attended by Councillors.

This report includes all conferences since October 2012 following the local government elections in September 2012.

Conference	Councillors Attendance	Report to Council Meeting	Registration Accommodation & Travel Costs	Total Cost \$
Local Government Association Conference Dubbo 28 to 31 October 2012	Cr Alice Glachan	No report required – prior to adoption of Policy in November 2012	Registration: \$1184 Accommodation and meals: \$335 (3 nights) Travel by Council car	1519
	Cr Kevin Mack		Registration: \$1184 Accommodation: \$290 (3 nights) Travel by Council car	1474
	Cr Henk van de Ven		Registration: \$1184 Accommodation, meals and fuel: \$433 (3 nights) Travel by Council car	1617
	Cr Daryl Betteridge		Registration: \$1184 Accommodation: \$290 (3 nights) Travel by Council car	1474
Local Government Association Conference Dubbo 27 to 31 October 2012	Cr Graham Docksey OAM		Registration: \$1184 Accommodation: \$420 (4 nights) Travel by Council car	1604
Local Government Association Conference Dubbo	Various Councillors		Meals	264
Local Government Arts and Culture Summit and Awards Sydney 13 to 14 November 2012	Cr Henk van de Ven		Registration: \$906 Accommodation and meals: \$309 (1 night) Return flights: \$338	1553
National Local Roads and Transport Congress Hobart 14 to 16 November 2012	Cr Graham Docksey OAM		Registration: \$960 Accommodation and meals: \$459 (2 nights) Return flights: \$668	2087
Wodonga High Speed Rail Conference Wodonga 8 February 2013	Cr Ross Jackson	25 February 2013	Registration: \$75	75
Waste 2013 – Waste Avoidance and Resource Recovery Conference Coffs Harbour 30 April to 2 May 2013	Cr Henk van de Ven	27 May 2013	Registration: \$1697 Accommodation and meals: \$572 (3 nights) Return flights: \$548	2817

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## AGENDA

LGMA National Congress & Business Expo Hobart 19 to 22 May 2013	Cr Graham Docksey OAM	27 May 2013	Registration: \$1775 Accommodation and meals: \$805 (3 nights) Return flights: \$440	3020
National Community Safety and Security Conference, Melbourne 4 to 5 June 2013	Cr David Thurley Cr Daryl Betteridge	24 June 2013	<u>Costs for 2 Councillors</u> Registration: \$1,683 Accommodation, meals and incidentals: \$919 (3 nights) Travel by Council vehicle: \$220	2822
National General Assembly of Local Government Canberra 16 to 19 June 2013	Cr Alice Glachan	15 July 2013 (FAC)	Registration: \$1474 Accommodation, meals and incidentals: \$1168 (4 nights) Regional Capitals Australia Networking Meeting: \$143	2785
<b>TOTAL</b>				<b>\$23111</b>

This expenditure was within the budget allocation for 2012-2013.

### Recommendation

That the Committee recommend to Council that Council note the Councillors Conference Attendance Report, for the period October 2012 to June 2013.

# AlburyCity – Finance & Administration Committee

## AGENDA

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### 6G National General Assembly of Local Government 2013 (DOC13/52273)

DATE 11 July 2013

CONFIDENTIAL YES  NO  If yes please tick one of the following reasons  
Personnel Matters  Commercial  Legal  Security  Personal Hardship

MEETING DATE Monday 15 July 2013

FURTHER ENQUIRIES TO Cr Alice Glachan Councillors PHONE 02 6023 8755

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### Background

The Mayor and General Manager had the opportunity and privilege to attend the National General Assembly of Local Government (NGA) 2013 in Canberra from Monday 17 to Wednesday 19 June 2013. They also attended the Regional Cooperation and Development Forum on Sunday 16 June 2013. The conference was held in the National Convention Centre.

### Regional Cooperation and Development Forum

The regional forum has always been a highlight of the NGA even though it is an “add-on”. It is dedicated to the regions and seemingly ignores the capital cities, which is a refreshing change.

The keynote address was by Professor John Martin whose area of study is Local Governance and Sustainable Rural Community Development. His presentation was about his cycling trip across Canada with references to similarities to rural communities in Australia.

In essence, rural towns were established to meet specific needs and developed their productive functions around this. Ultimately the original reasons for the rural establishment fades as does the sustainability of the community. For Canada, the prominent reasons for rural community development was timber with a subsequent or complementary reliance on rail.

What can communities do when their original reasons for establishment fade? Professor Martin indicated that the community needed to recognise their environmental, economic and social assets and create projects that “*go beyond normal roles and engage the community*”.

Dr Peter Brain and Dr Ian Manning are regular presenters at the forum and were as excited and enthusiastic as ever about their topic. This year’s presentation was about the changing drivers of national and regional growth and what regions win or lose as a result. In some ways, this theme fitted very well after the keynote speaker’s presentation (by Professor Martin). The Doctors’ indicated that the mining boom is in decline and will need to be replaced by public infrastructure as the nation’s economic driver. Regretfully I don’t think there were any Federal Ministers present for their presentation.

# **AlburyCity – Finance & Administration Committee**

## **AGENDA**

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Mr Simon Atkinson, Acting Deputy Secretary, Department of Regional Australia, Local Government, Arts and Sport was present for the presentation by the two Doctors', but his opening address was in complete contrast. He stated that funding is only one lever in regional leadership and development with knowledge and information being a stronger lever. He clearly did not want to give the impression that there would be any Federal funding for the necessary public infrastructure to replace the gap left by the mining boom.

### **National General Assembly of Local Government**

We attended all but one session of the Conference which was due to delegations from the Riverina and Murray Regional Organisation of Councils (RAMROC) and the Murray River Group of Councils meeting with Coalition Members and Senators. Our delegation (RAMROC) discussed the Murray Darling Basin Plan and its implementation, and the effects on our communities in the short to long term. The opportunity was well utilised and we spent considerably more time with the Parliamentarians than originally scheduled and were therefore able to raise a number of other issues significant to us as a region. This was a wonderful opportunity to show the strength and importance of our region as well as the RAMROC organisation and the Murray River Group of Councils.

The conference had some high profile guest speakers including Geraldine Doogue who spoke on her understanding of local government and its relationship to communities. Mr Peter Fitzsimons (of Rugby fame) gave an extremely lively and most colourful presentation, but I am still searching for his hidden message given to us as local government and community champions. No one was left at a loss to decipher the message given to us by Senator Barnaby Joyce. If we want the "Yes" campaign for the funding of the local government referendum to succeed, we all need to get out there and sell it.

The conference offers a wonderful opportunity to meet and many instances re-acquaint oneself with councillors and general managers from around the country. There is always a large contingent from Western Australia which seems mostly to come over to the east for an extended period.

The presentations are all "big picture" and more broadly themed than many other local government area conferences, but this year a considerable emphasis was on the impending Constitutional Recognition of Local Government referendum. The company appointed by the Australian Local Government Association to run the campaign was selected the day before they presented to the Congress. It soon became evident that their presentation was actually the presentation used by them to "win" the contract and not the one about what they will create for the campaign itself. However, the message is to be along the lines that the "Yes" vote will enable the Federal Government to continue to fund local government to undertake the projects their communities want. Simple really, or so it would seem.

Another significant and important presentation at the Congress was that of the "*10 Point Plan for Resourcing Community Priorities*" that was launched by the Australian Local Government Association for the impending Federal election.

# **AlburyCity – Finance & Administration Committee**

## **AGENDA**

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These 10 points are:

1. Constitutional power to support direct payments to local government;
2. More sustainable funding to meet local community priorities;
3. Better and safer roads;
4. Funding to accompany new responsibilities (stop to cost shifting);
5. Commonwealth support for community infrastructure;
6. Help for communities to adapt to climate change;
7. A coordinated approach to national biodiversity;
8. Better funding arrangements for national disaster mitigation;
9. Intergovernmental approach to improving online business capacity; and
10. Adequate funding to deliver municipal services to Indigenous communities.

It is no real surprise that the 10 points have a bias to increased funding and related assistance from the Federal to Local Governments.

### **Conclusion**

In summary, the conference is a busy program that offers attendees the opportunity to consider the bigger picture and broader appreciation of local government on a national scale in contrast to what often otherwise is our daily emphasis on our own municipalities and the specific and individual challenges of our individual and distinct communities.

### **Recommendation**

That the Committee recommend to Council that Council receive and note the National General Assembly of Local Government 2013 report by the Mayor, Cr Alice Glachan.

# AlburyCity – Finance & Administration Committee

## AGENDA

### 6H Investment Balances for Month of June 2013 (DOC13/51939)

DATE 9 July 2013

CONFIDENTIAL YES  NO  If yes please tick one of the following reasons  
 Personnel Matters  Commercial  Legal  Security  Personal Hardship

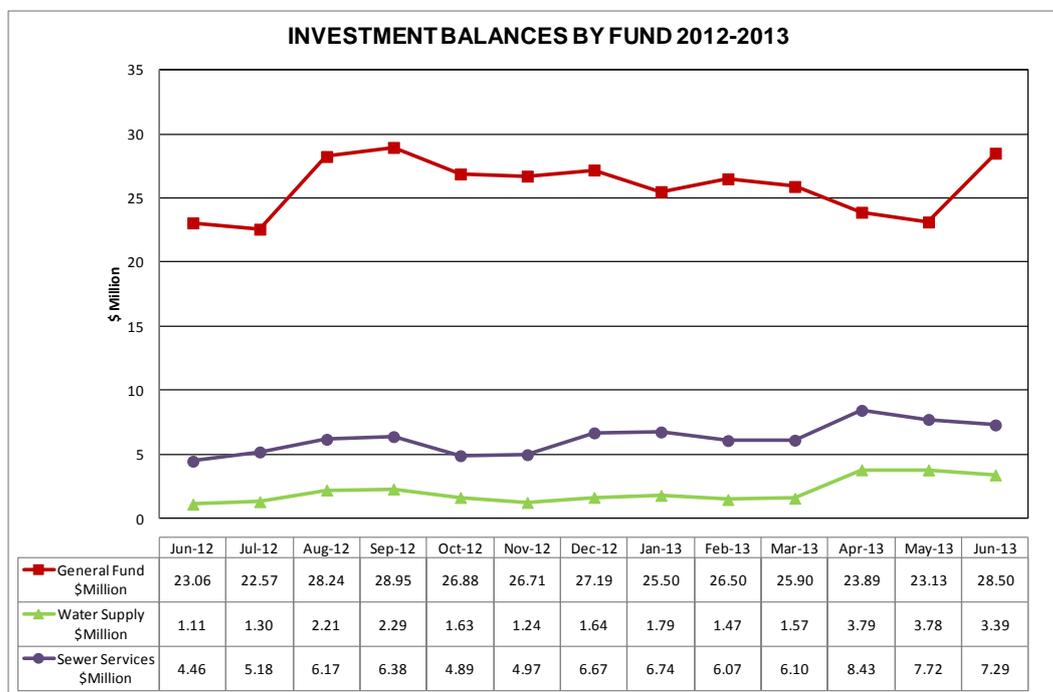
MEETING DATE Monday 15 July 2013

FURTHER ENQUIRIES TO Leon Baker PHONE 6023 8114  
 Corporate Services

#### Introduction

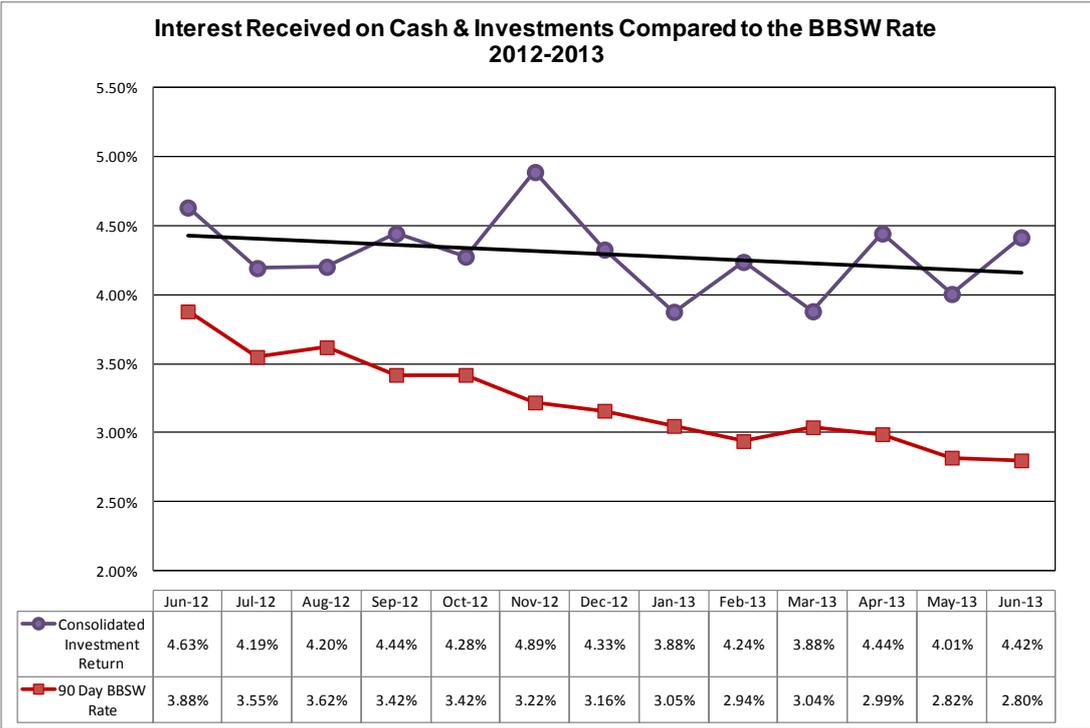
AlburyCity investments are managed by Fund (General, Water and Sewer) as required by the Local Government Act, and detailed in this report.

Council's portfolio increased by \$4.5m from the previous month with the rate instalment payments and Loan funds of \$2.4m.



# AlburyCity – Finance & Administration Committee

## AGENDA



### BBSW

The Bank Bill Swap reference rate (BBSW) is the average of mid-rate bank-bill quote from brokers on the BBSW Panel. The BBSW is calculated daily. Floating rate securities are most commonly reset quarterly to the 90-day BBSW.

### UBS Bank Bill Index

The Australian UBS Bank Bill index is constructed as a benchmark to represent the performance of a passively managed short-term money market portfolio. It comprises thirteen Bank Bills of equal face value, each with a maturity seven days apart. The average term to maturity is approximately 45 days. A Bank Bill is a non-interest bearing security issued by a bank whereby the bank takes on an obligation to pay an investor a fixed amount (face value) at a fixed future date. It is sold to an investor at a discount to the face value. Bank Bills are short-term money market investments with maturities usually between 30 days and 180 days.

# AlburyCity – Finance & Administration Committee

## AGENDA

30/06/2013									
Note	FACE VALUE	Current or assessed market value @ 30/6/13	Issuer/Security	Product	DATE INVESTED	YIELD %	PERIOD DAYS	MATURITY DATE	
	\$	\$							
					AVE. MONTHLY YIELD	3.98%	All Investments		
					AVE. MONTHLY YIELD	4.13%	Excludes Nil Return Investments		
	2,000,000	2,000,000	CBA		23/05/2013	3.82%	42	4/07/2013	
	2,000,000	2,000,000	CBA		5/06/2013	3.81%	36	11/07/2013	
	1,500,000	1,500,000	CBA		20/06/2013	3.81%	28	18/07/2013	
	1,000,000	1,000,000	CBA		20/06/2013	3.81%	28	18/07/2013	
	2,000,000	2,000,000	CBA		26/06/2013	3.83%	29	25/07/2013	
	1,000,000	1,000,000	CBA		27/06/2013	3.86%	35	1/08/2013	
	2,000,000	2,000,000	NAB		29/04/2013	4.37%	122	29/08/2013	
	2,000,000	2,000,000	NAB		30/05/2013	4.13%	123	30/09/2013	
	4,000,000	4,000,000	NAB		3/06/2013	4.13%	122	3/10/2013	
	2,020,000	2,020,000	NAB		25/06/2013	4.25%	181	23/12/2013	
	2,000,000	2,000,000	Westpac		3/06/2013	4.28%	154	4/11/2013	
	4,000,000	4,000,000	Westpac		7/06/2013	4.27%	153	7/11/2013	
	3,000,000	3,000,000	Westpac		20/06/2013	4.26%	183	20/12/2013	
	2,000,000	2,000,000	Suncorp-Metway		30/05/2013	4.20%	92	30/08/2013	
	2,000,000	2,000,000	IMB LTD		30/05/2013	4.00%	91	29/08/2013	
	1,000,000	1,000,000	IMB LTD		4/06/2013	4.00%	91	3/09/2013	
	1,100,535	1,100,535	WAW		20/03/2013	4.40%	120	18/07/2013	
	1,682,959	1,682,959	WAW		17/04/2013	4.40%	120	15/08/2013	
	580,926	580,926	Hume Build. Soc.		29/04/2013	4.30%	91	29/07/2013	
	1,116,428	1,116,428	Hume Build. Soc.		6/05/2013	4.45%	91	5/08/2013	
	1,107,176	1,107,176	Hume Build. Soc.		20/05/2013	4.20%	91	19/08/2013	
	<b>\$ 39,108,024</b>	<b>\$ 39,108,024</b>							
**	500,000	101,650	Corsair (Jersey) No 4	***	Kakadu	5/12/2006	4.20%	2662	20/03/2014
	1,500,000	-	Helium Capital Ltd	***	Scarborough	25/05/2006	0.00%	2951	23/06/2014
	<b>\$ 2,000,000</b>	<b>\$ 101,650</b>							
	<b>\$ 41,108,024</b>	<b>\$ 39,209,674</b>							

\$1,500,448  
\$1,651,325  
\$171,328

12/13 YTD Interest Earnings  
11/12 YTD Interest Earnings  
Earnings lost: estimated YTD on coupon suspension

\*\* **Note** - Coupon (interest) payments have been suspended permanently

\*\*\* **Note** - Purchased through a Broker

The investments detailed have been made in accordance with the Local Government Act 1993, the Local Government (General) Regulation 2005, and Council's Investment Policy.

# AlburyCity – Finance & Administration Committee

## AGENDA

### CDO Investment History of Transactions and remaining Balances as at June 2013

CDO Investment History of Transactions and remaining Balances					as at	Jun-13	
Year Ended 30 June	FULL PRODUCT NAME	\$ COST	Valuation \$ Amount (may or may not reflect future disposal value)	Date Sold or projected Maturity	Maturity \$ Amount	Loss (Realised or Potential) Incurred on Sale	
2009	Beech Trust ( Westpac)	1,000,000					
	Midgard (CBA)	1,000,000					
	UBS AG	500,000					
	Longreach Series 18	1,000,000					
	ASPRIT 11	1,000,000					
	Corsair (Kakadu)	500,000					
	Helium (Scarborough)	1,500,000					
2010	Zircon (Coolangatta)	500,000					
	Beech Trust ( Westpac)	1,000,000					
	Midgard (CBA)	1,000,000					
	UBS AG	500,000					
	Longreach Series 18	1,000,000					
	ASPRIT 11	1,000,000					
	Corsair (Kakadu)	500,000					
2011	Helium (Scarborough)	1,500,000					
	Zircon (Coolangatta)	500,000					
	Beech Trust ( Westpac)	1,000,000		20/12/2010	1,000,000	-	
	Midgard (CBA)	1,000,000					
	UBS AG	500,000					
	Longreach Series 18	1,000,000					
	ASPRIT 11	1,000,000					
2012	Corsair (Kakadu)	500,000					
	Helium (Scarborough)	1,500,000					
	Zircon (Coolangatta)	500,000					
	Midgard (CBA)	1,000,000		31/12/2011	1,000,000	-	
	UBS AG	500,000					
	Longreach Series 18	1,000,000					
	ASPRIT 11	1,000,000					
May-13	Corsair (Kakadu)	500,000					
	Helium (Scarborough)	1,500,000					
	Zircon (Coolangatta)	500,000					
	UBS AG	500,000	-	3/12/2012	500000	0	
	Longreach Series 18	1,000,000	-	26/06/2013	1000000	0	
	ASPRIT 11	1,000,000	-	4/04/2013	1000000	0	
	Corsair (Kakadu)	500,000	101,650	20/03/2014		398350	
Helium (Scarborough)	1,500,000	-	23/06/2014		1500000		
Zircon (Coolangatta)	500,000		26/02/2013	494877	5123		
Result forecast for remaining items		\$ 2,000,000	101650			\$ 1,898350	
Transaction Summary on Sold Investments		\$ 5,000,000			\$ 4,994,877	\$ 5,123	
Totals all Investments (including forecast outcomes)		\$ 7,000,000				\$ 1,903,473	

### Recommendation

That the Committee recommend to Council that Council receive, note and accept the Investment Balances for the Month of June 2013.

**FAC 7 – GENERAL BUSINESS**