

COUNCIL POLICY - LONG TERM BORROWING

1. Policy Statement

Whilst the preferred policy position of the City of Albany (City) is to minimise debt (except for Self Supporting loans), the City recognises that the acquisition, renewal or construction of assets, it may require the prudent use of loan borrowings, debt instruments or other finance or capital raising methods from time to time. The following principles are to be applied when considering undertaking borrowings or other asset financing.

(a) Operating Expenditure.

The City will **not** borrow money (other than by way of Excluded Borrowings) to fund operating expenditure. This type of expenditure should be funded through operating revenue streams such as rates, fees and charges or operating grants

(b) Recurrent Capital Expenditure.

The City will **not** borrow money or obtain debt finance (other than by way of Excluded Borrowings) to fund the acquisition, replacement or renewal of assets that is expected to occur on an annual or similar basis at approximately the same level each year i.e. recurrent capital works. Examples of this type of expenditure are road resurfacing, plant replacement, information technology and office equipment acquisitions and replacement.

This type of expenditure shall be funded through operating revenue streams such as rates and fees and charges.

(c) Borrowing Term

The term of the Borrowing or Other Financial Accommodation shall be set having due regard to the Economic Life of the asset being acquired or constructed. Should the City decide to borrow funds, the term of the borrowing shall generally not be greater than half of the Economic Life of the asset being acquired or constructed. This is to enable the City to use the remaining economic half life to set sufficient funds aside in a sinking or reserve fund in order to renew or replace that asset, should that be required, at the end of its Economic Life.

The City will **not** generally borrow funds (other than by way of Excluded Borrowings) to acquire an asset that has an economic life of less than five (5) years.

(d) Borrowing Ratios.

Prior to undertaking any borrowing the City shall assess its capacity to pay, to ensure that the community is not burdened with unnecessary risk. The City will report on its capacity to pay on an annual basis and publish the results in its annual report. When assessing the borrowing ratios, consideration will be given to the economic earnings potential of the asset being acquired or constructed. The City will **not** borrow funds when such borrowing does not meet the following financial ratio requirements:

- The Debt Service Cover Ratio of is outside of the band between 200% and 500% (DLG Guideline band is between 200% and 500%) projected over the next 5 years. This is a statutory ratio that is required to be reported in the Annual Financial Accounts. This ratio indicates the City's ability to service debt. Lower the ratio, higher the risk that the City will be unable to service debt repayments.

- The Net Debt (Gross Debt less cash assets) to Operating Revenue Ratio exceeds 45% (WA Treasury Corp Guideline is 50%) projected over the next 5 years. This is a management ratio used by WATC. This ratio indicates the extent to which net debt could be met by its operating revenue.

(e) Circumstances for Which Long Term Borrowing/Financing Will Be Considered

The Council will give consideration to borrowing money for the acquisition or construction of an asset where:-

- The asset to be acquired is a new addition to the City's asset base or replaces an existing asset with one that is significantly larger and has an economic life of greater than 10 years; or
- All alternative options for undertaking the project without borrowing, have been investigated and proven less advantageous to the City; or
- The net income stream and cost savings can be taken into account from the asset to be acquired or constructed exceeds the cost of borrowing over the life of that asset; or
- Repayments will be met by a third party e.g. self supporting loans ; or
- The index of the cost of acquisition or construction is increasing at a rate that exceeds the cost of borrowing i.e. to "save" for the acquisition or construction will result in the actual cost being greater than the cost of borrowing the money and acquiring or constructing the asset today.
- As a general rule the benefits received (cost savings or income earned) from undertaking the borrowing should be greater, over the life of the borrowing, than the costs of borrowing.
- Proper and detailed analysis of the costs and benefits of the borrowing has been undertaken and documented.

2. Objective

To affirm that the preferred policy position of Council is to minimise debt, and should that not be practicable, to set out the circumstances in which the Council may consider Borrowings or Other Financial Accommodation to fund the acquisition, renewal or construction of specified assets and to provide guidance as to the appropriate terms of any such borrowing.

3. Scope

This Policy relates to forms of financing which create a liability for future repayment. It does not include those financing methods shown in Excluded Borrowings below, or the funding of asset purchases via ongoing operational funding mechanisms such as Rates, fees and charges and grants.

4. Legislative and Strategic Context

Any borrowings will be conducted in accordance with relevant statutory requirements as contained in the Local Government Act 1995 and the Local Government (Financial Management) Regulations 1996. Local government loan application guidelines published by the Western Australian Treasury Corporation from time to time will also limit the amount of borrowings that can be undertaken.

5. Review Position and Date

Chief Executive Officer to review on or before 30 June 2016.

6. Definitions

List here all key terms and acronyms used in the policy, and their definitions.

External Borrowings	includes raising and obtaining, in any way money, credit and other financial accommodations from sources external to the City.
Other Financial Accommodation	includes (a) Finance leases primarily to raise amounts to buy, or to finance the purchase of, property the subject of the leases; and (b) Guarantees, letters of credit and any other form of undertaking, provided by a financial institution or other person to meet the liabilities or obligations of the City; and (c) Structured property finance, including sale and lease back and asset swaps for longer dated funding associated with potential developments of City owned real property.
Excluded Borrowings	includes money, credit or other financial accommodation obtained in the ordinary course of the City performing its function such as - (a) An operating lease for plant and motor vehicle, office furniture/equipment or information technology assets ; (b) A credit or purchase card facility; (c) A short-term bank loan/overdraft required to balance daily cash flow requirements or as a result of a set-off arrangement; (d) A hire-purchase agreement.
Gross Debt	all debts owing by the City including self supporting loans.
Self Supporting Loans	Loans taken out by City the repayments of which are made by a third party e.g. club, organisation or sporting group
Net Debt	Gross debt less cash assets.
Economic Life	The estimated period during which an asset is expected to be economically usable by one or more users, with normal repairs and maintenance. It should therefore be noted that the economic life of an asset may be considerably less than the physical life of that asset. This may be due to the fit for use life being less than the physical life of the asset. e.g. A building may suit a particular use but when that use is no longer required it may not be suitable for another use. A swimming pool is an example of a specific use asset.
DLG	Department of Local Government
Debt Service Cover Ratio	Annual operating surplus before interest and depreciation divided by principal and interest.

Document Approval			
Document Development Officer:		Document Owner: <i>(Member of EMT)</i>	
Manager Finance		Deputy Chief Executive Officer	
Document Control			
File Number - Document Type:	CM.STD.7 – Policy		
Synergy Reference Number:	NP1331001		
Meta Data: Key Search Terms	Finance, Borrowing, Banking, Investment		
Status of Document:	Adopted		
Document file details:	Location of Document: Intranet, Extranet N:\General\Governance\Corporate_Documents		
Quality Assurance:	Chief Executive Officer, Executive Management Team, Corporate Services & Finance Committee		
Distribution:	Internal Document, Public Document		
Document Revision History			
Version	Author	Version Description	Date Completed
0.1	Executive Director Corporate Services	Internally reviewed by EDCS and CEO.	28/03/2013
1.0	Executive Director Corporate Services	Adopted by Council. Adoption Ref: OCM 16/04/2013 Report Item 1.1.	16/04/2013
1.1	Manager Governance & Risk Management	Amended. Formatting only.	23/10/2013
1.2	Manager Governance & Risk Management	Amended. Formatting only. Appended with Document Revision History, Document Approval,	28/08/2014