

**AGENDA**  
**FOR THE**  
**ORDINARY MEETING OF THE COUNCIL**

**TUESDAY, 20 APRIL 2021**  
**COMMENCING AT 6.30PM**

**Held electronically in accordance with Regulation 14D(2)(a) of the  
Local Government (Administration) Regulations 1996.**

Due to the State of Emergency declared in Western Australia, effective 16 March 2020 and the subsequent government directives with regard to public gatherings, in order to meet the requirements of Regulation 14E(3)(b) of the *Local Government (Administration) Regulations 1996*, the public may view this meeting electronically and the minutes and audio recording of the meeting will be available on the City's website as soon as practicable after the meeting.

Use this link to attend electronically, [Register for the Ordinary Meeting of Council 20 April 2021](#)

*The City of Melville acknowledges the Bibbulmun people as the Traditional Owners of the land on which the City stands today and pays its respect to the Whadjuk people, and Elders both past and present.*

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The Audio Recording will be available within 10 days of the meeting and may be accessed at [www.melvillecity.com.au](http://www.melvillecity.com.au) in accordance with the provisions of the Policy.

**DISTRIBUTED: 1 April 2021**

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## NOTICE OF MEETING

I respectfully bring to the attention of Elected Members that an Ordinary Meeting of the Council will be held electronically in accordance with Regulation 14D(2)(a) of the *Local Government (Administration) Regulations 1996* on Tuesday, 20 April 2021 commencing at 6.30pm.

The business paper for the Meeting is scheduled below and your attendance is requested.

**Marten Tieleman**  
Chief Executive Officer

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## AGENDA

### 1. OFFICIAL OPENING

The Presiding Member will cause the Acknowledgement of Country to be read aloud by an Elected Member.

The Presiding Member will bring to the attention of the meeting Disclaimer.

The Presiding Member will bring to the attention of the meeting the Affirmation of Civic Duty and Responsibility.

#### **Affirmation of Civic Duty and Responsibility**

I make this Affirmation in good faith on behalf of Elected Members and Officers of the City of Melville. We collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the City's Code of Conduct and Meeting Procedures Local Law to ensure the efficient, effective and orderly decision making within this forum.

### 2. PRESENT

### 3. IN ATTENDANCE

**4. APOLOGIES AND APPROVED LEAVE OF ABSENCE****4.1 APOLOGIES****4.2 APPROVED LEAVE OF ABSENCE****5. ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION) AND DECLARATIONS BY MEMBERS****5.1 DECLARATIONS BY MEMBERS WHO HAVE NOT READ AND GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPERS PRESENTED BEFORE THE MEETING.****5.2 DECLARATIONS BY MEMBERS WHO HAVE RECEIVED AND NOT READ THE ELECTED MEMBERS BULLETIN.****6. QUESTION TIME****7. AWARDS AND PRESENTATIONS****8. CONFIRMATION OF MINUTES****8.1 ORDINARY MEETING OF THE COUNCIL – 16 MARCH 2021**  
**Minutes 16 March 2021****RECOMMENDATION****That the Minutes of the Ordinary Meeting of the Council held on Tuesday, 16 March 2021 be confirmed as a true and accurate record.****8.2 SPECIAL MEETING OF THE COUNCIL – 6 APRIL 2021****(The Minutes of the Special Meeting of the Council will be available on Friday, 9 April 2021)****RECOMMENDATION****That the Minutes of the Special Meeting of the Council held on Tuesday, 6 April 2021 be confirmed as a true and accurate record.**

**8.3 NOTES OF AGENDA BRIEFING FORUM – 13 APRIL 2021**

(Notes of the Agenda Briefing Forum will be available on Friday, 16 April 2021)

**RECOMMENDATION**

**That the Notes of Agenda Briefing Forum held on Tuesday, 13 April 2021, be received.**

**9. DECLARATIONS OF INTEREST**

The Members' and Officers' attention is drawn to the following provisions of the *Local Government Act 1995* regarding disclosures of interest;

**9.1 FINANCIAL INTERESTS**

A declaration under this section requires that the nature of the interest must be disclosed. Consequently, a member who has made a declaration must not preside, participate in, or be present during any discussion or decision making procedure relating to the matter the subject of the declaration.

**9.2 DISCLOSURE OF INTEREST THAT MAY CAUSE A CONFLICT**

Councillors and staff are required, in addition to declaring any financial interest, to declare any interest arising from the City of Melville Code of Conduct, that might cause a conflict. The member/employee is also encouraged to disclose the nature of the interest. The member/employee must consider the nature and extent of the interest and whether it will affect their impartiality. If the member/employee declares that their impartiality will not be affected then they may participate in the decision making processes.

**10. DEPUTATIONS****11. APPLICATIONS FOR NEW LEAVES OF ABSENCE****12. IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED****13. PETITIONS**

**14.1 REPORTS FROM COMMITTEE**

**C21/5825 - REVIEW OF COUNCIL POLICY CP-099 RISK MANAGEMENT POLICY (REC)  
(ATTACHMENT)**

Ward	:	All
Category	:	Policy
Subject Index	:	City of Melville
Customer Index	:	Corporate Policy
Disclosure of any Interest	:	No Officer involved in the preparation of this report has a declarable interest in this matter.
Previous Items	:	C21/5791 – Review of Council Policy CP-099 Risk Management Policy – 8 March 2021 Financial Management, Audit, Risk and Compliance Committee C16/5484 Policy Review – Corporate Services June 2018.
Works Programme	:	Not Applicable
Funding	:	Not Applicable
Responsible Officer	:	Alan Ferris Director Corporate Services

**AUTHORITY / DISCRETION**

**DEFINITION**

<input type="checkbox"/>	Advocacy	<i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input type="checkbox"/>	Executive	<i>The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes &amp; policies.</i>
<input checked="" type="checkbox"/>	<b>Review</b>	<b><i>When the Council operates as a review authority on decisions made by Officers for appeal purposes.</i></b>
<input type="checkbox"/>	Quasi-Judicial	<i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i>
<input type="checkbox"/>	Information	<i>For the Council/Committee to note.</i>

**C21/5825 REVIEW OF COUNCIL POLICY CP-099 RISK MANAGEMENT POLICY (REC)  
(ATTACHMENT)****KEY ISSUES / SUMMARY**

- The Risk Management policy was reviewed in conjunction with all City Risk Management documentation.
- The Risk Management Council Policy is due for review and has been updated and aligned with the standard, ISO 31000:2018 – Risk Management - Guidelines.
- The Policy was presented to the 8 March 2021 Financial Management, Audit, Risk and Compliance Committee Meeting.
- The Committee recommends the amended policy to Council for adoption.

**BACKGROUND**

A three yearly review cycle has been implemented to ensure all policies remain current. Officers have reviewed the Risk Management Policy which is due for review.

**DETAIL**

The Risk Management Council Policy has been reviewed; positions and terminology updated and aligned with, ISO 31000:2018 Risk Management – Guidelines (the Standard). The objective of this policy is to ensure a consistent risk management culture continues to be embedded within the City's operations.

The Financial Management, Audit, Risk and Compliance Committee considered the policy at its meeting of 8 March 2021 and recommends that the Council approves the attached policy **CP-099 Risk Management Policy**, subject to:

- the inclusion of the following words into page 3 of 5 of the Policy. Under the heading of Tolerance/Risk Appetite  
*"Risk management involves coordinated activities integrated into the culture and values of an organisation to direct and control the organisation to maximise opportunities and minimise adverse effects. The City of Melville continues to focus on the identification and analysis of risk with appropriate application of mitigation strategies with insurance then being used to protect against financial loss when the realisation of a risk results in costs being incurred"*
- under the heading of Chief Executive Officer (CEO) include the following wording as dot point 6:  
*"providing the transfer of untreated risks to insurance policies."*

On the recommendation of the Committee the Policy with the committee's additions is presented to the Council for adoption.

**C21/5825 REVIEW OF COUNCIL POLICY CP-099 RISK MANAGEMENT POLICY (REC)  
(ATTACHMENT)**

**STAKEHOLDER ENGAGEMENT**

**I. COMMUNITY**

No public consultation or communication is applicable.

**II. OTHER AGENCIES / CONSULTANTS**

No public consultation or communication is applicable.

**STATUTORY AND LEGAL IMPLICATIONS**

Local Government (Audit) Regulations 1996

17. CEO to review certain systems and procedures

(1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —

- (a) risk management; and
- (b) internal control; and
- (c) legislative compliance.

(2) The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review not less than once in every 3 financial years.

(3) The CEO is to report to the audit committee the results of that review.

**FINANCIAL IMPLICATIONS**

There are no financial implications for Council as a result of this report.

**STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS**

Risk Statement & Consequence	Level of Risk	Risk Treatment
Policies that are not in compliance with legislative requirements or standards lead to not following best practice within the City	<b>Medium</b>	Periodic review mitigates against outdated legislative or other relevant References.

**POLICY IMPLICATIONS**

The Risk Management Policy CP-099 outlines the City's commitment to implementing an enterprise wide risk management approach to the identification, assessment and management of all risks and opportunities associated with the performance of organisational functions and delivery of services.

**C21/5825 REVIEW OF COUNCIL POLICY CP-099 RISK MANAGEMENT POLICY (REC)  
(ATTACHMENT)**

The process of policy review will serve to minimise both strategic and risk management implications by ensuring the policies are consistent with current legislation.

Policy changes are highlighted in the attached Review Risk Management Policy CP-099

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

No alternate options are presented as part of this report.

**CONCLUSION**

A complete review of the City's suite of risk management documentation ensures alignment with current practices and industry standards, the council policy was part of this suite.

**COMMITTEE RECOMMENDATION (5825)****APPROVAL**

That the Council approves the attached policy [CP-099 Risk Management Policy](#), subject to:

- the inclusion of the following words into page 3 of 5 of the Policy. Under the heading of Tolerance/Risk Appetite  
*“Risk management involves coordinated activities integrated into the culture and values of an organisation to direct and control the organisation to maximise opportunities and minimise adverse effects. The City of Melville continues to focus on the identification and analysis of risk with appropriate application of mitigation strategies with insurance then being used to protect against financial loss when the realisation of a risk results in costs being incurred.”*
- under the heading of Chief Executive Officer (CEO) include the following wording as dot point 6:  
*“providing the transfer of untreated risks to insurance policies.”*

## 14.2 REPORTS OF THE CHIEF EXECUTIVE OFFICER

### P21/3909 - LOCAL DEVELOPMENT PLAN – SANTA MARIA COLLEGE (2-44) STONEHAM ROAD, ATTADALE (REC) (ATTACHMENT)

Ward	: Bicton/Attadale/Alfred Cove
Category	: Operational
Application Number	: DA-2020-1020
Property	: Santa Maria College (2-44) Stoneham Road, Attadale
Proposal	: Local Development Plan
Applicant	: Mr T Stewart
Owner	: McAuley Property Limited
Previous Items	: N/A
Disclosure of any Interest	: No Officer involved in the preparation of this report has a declarable interest in this matter.
Responsible Officer	: Peter Prendergast Manager Statutory Planning

#### AUTHORITY / DISCRETION

##### DEFINITION

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<input type="checkbox"/>	Executive	<i>The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input checked="" type="checkbox"/>	<b>Legislative</b>	<b><i>Includes adopting local laws, town planning schemes &amp; policies.</i></b>
<input type="checkbox"/>	Review	<i>When Council review decisions made by Officers.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (e.g. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i>
<input type="checkbox"/>	Information	<i>For the Council to note.</i>

**P21/3909 - LOCAL DEVELOPMENT PLAN – SANTA MARIA COLLEGE (2–44)  
STONEHAM ROAD, ATTADALE (REC) (ATTACHMENT**

**KEY ISSUES / SUMMARY**

- The City has received a proposed Local Development Plan (LDP) for Santa Maria College for determination.
- The LDP seeks to guide future built form, landscaping and accommodate the transport needs of the school.
- The LDP has been assessed in accordance with Part 6 of the *Planning and Development (Local Planning Schemes) Regulations 2015* (the Regulations).
- This assessment has included formal consultation with surrounding landowners via four onsite signs and letters to surrounding landowners and occupiers.
- 32 submissions were received in response to the formal consultation period.
- In accordance with Council Delegation *DA-20: Planning and Related Matters*, the proposal is referred to Council for determination
- It is recommended that the proposed LDP be approved.



**Figure 1: Aerial image of the site**

**P21/3909 - LOCAL DEVELOPMENT PLAN – SANTA MARIA COLLEGE (2–44)  
STONEHAM ROAD, ATTADALE (REC) (ATTACHMENT****BACKGROUND**

Santa Maria College, located at 2-44 Stoneham Road, Attadale (the subject site) is zoned 'Private Clubs, Institutions and Place of Worship' under Local Planning Scheme No. 6 (LPS6). The administration building and chapel have heritage significance and are listed on the City of Melville Municipal Heritage Inventory.

Since the school was established in 1938, a number of buildings have been constructed on the subject site. The developments that have occurred in recent years include the development of a new science block, a new gymnasium, and various upgrades to existing buildings on site.

The subject site is located within the residential suburb of Attadale. It is bordered by Moreing Road, Cawston Road, Roberts Road and Stoneham Road. The character of the residential area around the site is typically of single residential style with a dominance of two storey houses. In terms of its topography, the highest point on the site is in the south west corner, falling by approximately 20 metres to the low point in the north east close to the intersection of Roberts Road and Stoneham Road.

**Scheme Provisions**

MRS Zoning	:	Urban
LPS Zoning	:	Private Clubs, Institutions and Place of Worship
R-Code	:	N/A
Use Type	:	NA
Use Class	:	NA

**Site Details**

Lot Area	:	67432sqm
Street Tree(s)	:	Numerous verge trees to be retained
Street Furniture (drainage pits etc.)	:	NA
Site Details	:	Refer to Figure 1 above

**DETAIL**

The LDP for Santa Maria College was received 26th August 2020.

The LDP sets out development expectations for the whole site however provides particular attention to future development in the south west part of the college campus.

It is noted that the intent of future development at the College is to enhance the quality of education provided rather than increase student numbers.

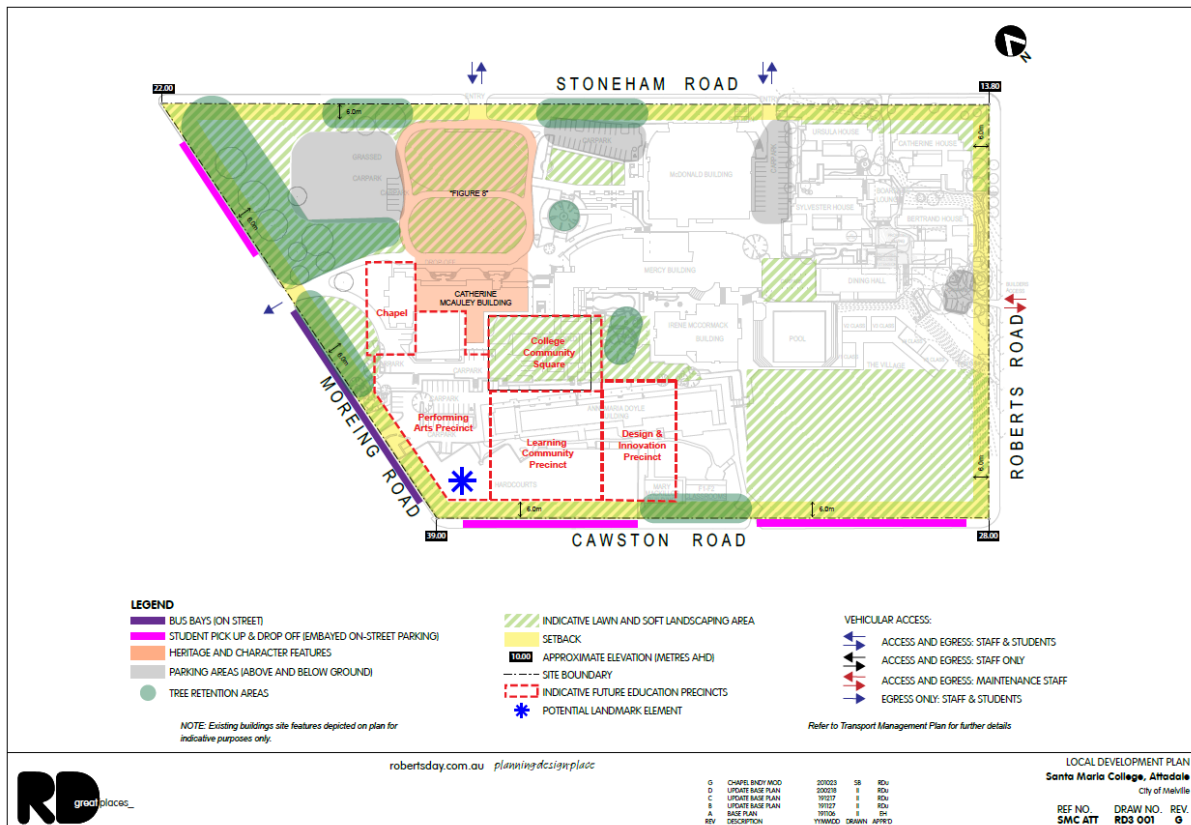
[3909 Local Development Plan](#)

[3909 Application and Plans Santa Maria College](#)

**P21/3909 - LOCAL DEVELOPMENT PLAN – SANTA MARIA COLLEGE (2–44)  
STONEHAM ROAD, ATTADALE (REC) (ATTACHMENT**

The LDP provides for the following:

- A maximum building height, in metres and storeys for all new buildings;
- The formalisation of the overflow carpark located in the north-western corner of the site;
- The provision of bus bays (on-street) along Moreing Road;
- Student pickup and drop off (embayed on-street parking) along Cawston Road;
- Tree retention zones; and
- Indicative landscaping.



**Figure 2: Proposed Local Development Plan**

Under the provisions of LPS6, development on land zoned ‘Private Clubs, Institutions and Place of Worship’, is required to have regard to a LPD which has been approved by the City in accordance with the regulations.

A LDP is a mechanism used to coordinate and assist in achieving built form outcomes by linking lot design to future development. Under Clause 46 Schedule 2 Part 6 of the Regulations, an LDP is defined as being “a plan setting out specific and detailed guidance for a future development including one or more of the following – (a) site and development standards that are to apply to the development: (b) specifying exemptions from the requirement to obtain development approval for development in the area to which the plan relate.

**P21/3909 - LOCAL DEVELOPMENT PLAN – SANTA MARIA COLLEGE (2–44)  
STONEHAM ROAD, ATTADALE (REC) (ATTACHMENT**

The process associated with the development of the Santa Maria College LDP commenced in mid-2019. The discussions that have taken place since, between the City’s Officers and the applicant in conjunction with the College itself, have resulted in a negotiated outcome, and the LDP as now proposed is a product of that negotiation.



Figure 3: Indicative Staging of Development

**STAKEHOLDER ENGAGEMENT**

**I. COMMUNITY**

Advertising Required:	Yes
Neighbour’s Comment Supplied:	Yes
Reason:	In accordance with Schedule 2 Cl. 50 of the Regulations
Support/Object:	4 submissions received in support of the LDP. 28 submissions received opposing the LDP.

The proposed LDP was advertised via four signs on site and letters sent to adjoining landowners and occupiers. The LDP was also advertised via Melville Talks. The following table contains a summary of the submissions received during the consultation period.

**P21/3909 - LOCAL DEVELOPMENT PLAN – SANTA MARIA COLLEGE (2–44)  
STONEHAM ROAD, ATTADALE (REC) (ATTACHMENT**

<b>Issues Raised</b>	<b>Officer's Comments</b>	<b>Action (Condition/Uphold/Not Uphold)</b>
Building Heights	<p>The college site is currently zoned Private Clubs, Institutions, and Place of Worship under the provisions of LPS6. The LDP will include development controls to ensure building height is broadly consistent with that of the adjoining residential streets.</p> <p>The main body of this report explores the issues of building height in greater detail.</p>	Not Uphold
Building Design, Heritage and Character	<p>The proposed LDP contains provisions aimed at ensuring future buildings on site integrate well with the existing built form in respect of design, heritage and character.</p> <p>The main body of this report explores these issues in greater detail.</p>	Not Uphold
Protection and Provision of Landscaping	<p>Since the consultation stage, the LDP has been amended to allow tree retention and additional landscaping. Through the LDP landscaping will be a key focus on the campus. This will include existing trees and vegetation as well as proposed landscaping.</p>	Not Uphold
Provision and Location of Parking, Traffic Considerations	<p>Student numbers will generally remain as current. The improvements to car parking student pick up/drop off, and public transport stops represent a net gain for the college site and how it operates, particularly at peak a.m. and p.m. periods.</p> <p>The main body of this report explores traffic related issues in greater detail.</p>	Not Uphold

**P21/3909 - LOCAL DEVELOPMENT PLAN – SANTA MARIA COLLEGE (2–44)  
STONEHAM ROAD, ATTADALE (REC) (ATTACHMENT**

**II. OTHER AGENCIES / CONSULTANTS**

Required: Yes  
Reason: In accordance with Schedule 2 Cl. 50 of the Regulations  
Support/Object: Support

Agency	Summary of Submission	Support/ Objection	Officer's Comment	Action (Condition/ Uphold/ Not Uphold)
Department of Planning, Lands and Heritage	No objections in principle subject to any future development of the site to be in accordance with the LDP to assist orderly and proper planning to facilitate future development.	Support	Noted	Uphold
	The LDP identifies a number of precincts for future development, while the original 1938 McAuley Building and 1956 Chapel will be retained. The Heritage Council shall be kept informed of the proposal as it progresses through the planning stages.	Support	Noted	Uphold

**STATUTORY AND LEGAL IMPLICATIONS**

Should the City of Melville determine not to approve the LDP, the applicant has the right to have the decision reviewed by the State Administrative Tribunal in accordance with Part 14 of the *Planning and Development Act 2005*.

**FINANCIAL IMPLICATIONS**

There are no financial implications for the City relating to this proposal.

**STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS**

There is no strategic, risk or environmental management implications with this application.

**POLICY IMPLICATIONS**

There are no policy implications associated with this LDP.

**P21/3909 - LOCAL DEVELOPMENT PLAN – SANTA MARIA COLLEGE (2–44)  
STONEHAM ROAD, ATTADALE (REC) (ATTACHMENT****COMMENT**

An LDP is a prerequisite for any future development on this site. This requirement for an LDP is provided for by LPS6.

The LDP focuses on a number of specific design elements that will combine to inform how future development takes place. These elements include:

- building height,
- landscaping and tree retention,
- building setback provisions.

The application of these controls will ensure that any future development at the college site occurs with due regard for the residential environment within which the college is located, whilst also meeting the requirements of the college to enhance the quality of education that is provided there.

**Building Setbacks and Design Guidance**

The LDP will require that buildings are setback from all adjoining street boundaries a minimum of 3m (average 6m).

The design clauses associated with the setback requirements will guide future development and ensure that it relates well to adjoining street(s). Development is proposed to be respectful of existing buildings on site, particularly those with heritage status. The 6 metre average setback is consistent with the development controls for the residential zoned land opposing the college site. It allows for good levels of separation between the school buildings and the surrounding dwellings and helps to create a consistent streetscape. The setback provisions will also allow for suitable opportunities for landscaping.

**Open Space and Landscaping**

The LDP sets out minimum open space requirements, a minimum level of soft landscaping and requires tree retention on site. A landscaping plan shall accompany each Development Application lodged to the City.

The minimum amount of open space and landscaping, combined with the retention of trees will ensure the school site will comfortably fit in its residential context. Building bulk will be managed through the use of maximum building heights and setbacks.

**Building Heights**

The proposed LDP sets out maximum building heights in AHD and number of storeys as viewed from the street. These height limits are reflective of the heights allowable in the City of Melville Local Planning Policy LPP 1.9 Height of Buildings which applies to the surrounding residential properties, whilst allowing a landmark element, in the south west corner.

**P21/3909 - LOCAL DEVELOPMENT PLAN – SANTA MARIA COLLEGE (2–44)  
STONEHAM ROAD, ATTADALE (REC) (ATTACHMENT**

The building heights clause proposed in the LDP, indicates that buildings will be designed to present as two-storey when viewed from the street with the exception of the landmark building which would present as three storeys. All building heights across the site are measured in reference to the Australian Height Datum (AHD). The tower of the McAuley building will remain the highest point on the site at 48.7m AHD. Minor structures (such as a spire) may be permitted at greater height where the amenity of the locality is not compromised.

The building heights clause will ensure that new buildings on site are designed to respect the surrounding residential character which as stated is dominated by large single dwellings up to three storeys in height.

The proposed building height of 42 AHD for the chapel precinct is not supported. This would result in a building at a height of approximately 11 metres above the natural ground level (NGL) in this portion of the site, well beyond what is expected for a two storey development. On that basis, a condition has been recommended requiring the LDP be amended and height reduced to 39 AHD. This is 8 metres above (NGL) and more consistent with the expectation for a two storey development. It is also noted that the LDP indicates that there are no major changes proposed to the height of the chapel and as such additional height limits are not required.

**Parking**

A technical note prepared by consultant traffic engineers was submitted in support of the proposed LDP. This has been reviewed by traffic engineers from the City's Technical Services Directorate and is supported in principle. As noted earlier in the report no additional students are proposed to be accommodated on site as part of the future works and as such no additional vehicle movements are anticipated. The existing road network is considered to be capable of accommodating the additional development identified as part of the LDP, and the existing student and staff numbers. The number of formal parking bays on site exceeds the minimum requirements of the City's Local Planning Policy LPP1.6 Car parking and Access. While the future development of the performing arts precinct will result in the removal of some formal bays, the subject site will continue to exceed the minimum requirement. It is noted that informal/overflow car parking can be provided when the need arises on the extensive grassed area at the north western corner of the site.

The provisions of the LDP are aimed at improving traffic flow, via the future provision of embayed parking for cars and buses and the provision of pick up and drop off spaces. While the LDP contemplates the provision of an above ground car park at the north western corner of the site, this is not supported by the City in principle. An above ground or raised car park may have a detrimental impact on the streetscape and as such a condition of approval is recommended to remove this reference. It is observed that a raised parking area would require development approval in any instance and could be considered at a later date. The traffic report indicates that a multi-level car parking is not anticipated to be constructed until at least 2028. Irrespective, it is recommended that this element of the LDP be deleted.

The technical note provides a number of recommendations for the management of the provision of parking on site and some indicative designs for bus and car bays within the road reserve. Conditions are recommended to ensure the management of the site occurs in accordance with these recommendations and that detailed design drawings are submitted to the City prior to the construction of any bays.

**P21/3909 - LOCAL DEVELOPMENT PLAN – SANTA MARIA COLLEGE (2–44)  
STONEHAM ROAD, ATTADALE (REC) (ATTACHMENT****Servicing**

Waste collection, service areas, plant and conditioning equipment will be required to be screened from view from the street, and waste will be managed and collected in accordance with a Waste Management Plan. This aspect of the LDP will be assessed accordingly once a development application is lodged for each development precinct.

**Response to Objections**

The proposed LDP has been assessed in accordance with Part 6 of the Planning and Development (Local Planning Scheme) Regulations 2015. As part of this process the application was advertised via mail to all of the adjoining property owners. In addition, four signs were erected, one on each of the street boundaries, and details of the LDP were advertised to the broader community via Melville Talks.

As outlined above, 32 comments were received during the consultation period, of which 28 raised concerns and four wrote in support. The objections primarily focused on building height, building size and traffic. As such, additional comments below are provided in response to those issues raised:

**Building Height**

The intent of the LDP is to ensure the future building on this site does not have a negative impact on the adjoining properties in terms of building bulk and scale. This has been achieved by limiting the height of proposed buildings as described above. Subject to a condition relating to the chapel, the building heights are considered to be appropriate to allow for buildings which present as two storeys to the street, consistent with the existing residential character. The proposed buildings will not exceed the height of the Catherine McAuley Building ensuring that, views of significance will be retained. Due to the topography of the land, the surrounding residential dwellings on the southern side of Cawston Road and the western side of Moreing Road generally have a natural ground level which is higher than the ground levels associated with the school. In this way adverse impacts from development at the college are avoided in respect to those particular properties.

The proposed building heights are considered to be appropriate for the site having regard to the context and are recommended for approval on that basis.

**Building Size**

Building size is a product of height and setbacks. The impact of a buildings size can also be influenced by the quality and quantity of open space including landscaping that is provided as well as tree retention.

The LDP incorporates requirements in respect of building height, setbacks, and landscaping, all of which combine to manage proposed development outcomes in the interests of both the college and third party stakeholders such as adjoining residents. For example the proposed LDP imposes particular height and setback parameters for development in the SW portion of the college site which are designed to allow for development to take place without compromising residential amenity levels enjoyed by the owners and occupiers of those adjoining residential properties.

**P21/3909 - LOCAL DEVELOPMENT PLAN – SANTA MARIA COLLEGE (2–44)  
STONEHAM ROAD, ATTADALE (REC) (ATTACHMENT**

The LDP also requires that for any development in this SW area there will be suitable complementary landscaping and open space, as well as tree retention where relevant and possible.

**Street Setbacks**

A number of submissions opposed the proposed street setbacks on the basis these would impact on the surrounding properties in relation to bulk and access to views. The proposed development controls in the LDP, require an average front setback of 6.0 metres and also require future buildings to interact well with the street. These setbacks are consistent with the development controls for the residential properties on the opposing sides of the streets and will allow for the creation of a consistent streetscape.

**Traffic and Parking**

A number of submitters raised concern in relation to traffic and parking issues in the locality which are attributed to the operation of the college. As discussed above, student numbers are not proposed to increase and the total number of car parking bays on site meets the minimum required under the provisions of the City's LPP1.6.

Officers from the City's Technical Services Directorate have reviewed the supporting information provided by the applicant and support the findings in principle. Conditions of approval are proposed requiring the provision of appropriate information prior to commence of works in the verge and the implementation of the parking management recommendations.

On the basis of the information provided the proposed LDP is supported by the City in terms of traffic and parking and is recommended for approval on that basis.

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

The application is recommended for approval for the reasons outlined in the Comment section above. Should the Council have an alternate view, the application could be refused, or alternatively, additional conditions may be imposed.

If the Council refuses to grant approval, or, if any conditions of planning approval are imposed that are considered to be unreasonable, the applicant can apply to have the decision of the Council reviewed by the SAT.

**CONCLUSION**

The proposed LDP establishes controls applicable to the site in order to facilitate site specific built form outcomes which respond to the site context. The LDP is considered to have the potential to deliver a range of building types for the school and wider community while upholding the objectives of the City's planning framework.

On that basis, it is recommended that the LDP be approved with a number of conditions.

**P21/3909 - LOCAL DEVELOPMENT PLAN – SANTA MARIA COLLEGE (2–44)  
STONEHAM ROAD, ATTADALE (REC) (ATTACHMENT****OFFICER RECOMMENDATION (3909)****APPROVAL****That the Council:**

- 1. approves the Local Development Plan for Santa Maria College (2 – 44) Stoneham Road, Attadale, in accordance with Schedule 2 Clause 52 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, subject to the following conditions**
  - a) Within 30 days of the date of this approval, the following changes are to be made to the LDP:**
    - Reference to above ground parking in the legend on page 1 of the LDP shall be removed.
    - The maximum building height limit for the chapel shall be reduced to 39.00 AHD
  - b) Prior to the commencement of any work within the road reserve, including the construction of bus embayments and on street parking, detailed design drawings shall be submitted to and approved in writing by the City.**
  - c) The recommendations contained in the Parking Management section of the Traffic and Transport Technical Note prepared by Porter Consulting Engineers (3 July 2020) shall be implemented within 60 days of the date of this approval to the ongoing satisfaction of the City.**
- 2. directs that, in accordance with Schedule 2 Clause 55 of the *Planning and Development (Local Planning Schemes) Regulations 2015*, the approved Local Development Plan be made available to view by the public.**

**M21/5826 – NEW COUNCIL POLICY – CP-113 ATTENDANCE AT EVENTS POLICY  
(AMREC) (ATTACHMENT)**

Ward : All  
 Category : Policy  
 Subject Index : Council Administration  
 Customer Index : City of Melville  
 Disclosure of any Interest : No Officer involved in the preparation of this report has a declarable interest in this matter.  
 Previous Item : M21/5751 New Council Policy – CP-113 Attendance at Events Policy – 21 July 2020 Ordinary Meeting of Council  
 Works Programme : Not Applicable  
 Funding : Not Applicable  
 Responsible Officer : Corrine Newman  
 Governance Coordinator

**AUTHORITY / DISCRETION**

**DEFINITION**

<input type="checkbox"/>	Advocacy	<i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input type="checkbox"/>	Executive	<i>The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input checked="" type="checkbox"/>	<b>Legislative</b>	<b><i>Includes adopting local laws, town planning schemes &amp; policies.</i></b>
<input type="checkbox"/>	Review	<i>When the Council operates as a review authority on decisions made by Officers for appeal purposes.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i>
<input type="checkbox"/>	Information	<i>For the Council/Committee to note.</i>

**M21/5826 – NEW COUNCIL POLICY – CP-013 ATTENDANCE AT EVENTS POLICY  
(AMREC) (ATTACHMENT)****KEY ISSUES / SUMMARY**

- The Local Government Legislation Amendment Bill 2019 introduced new reforms including the requirement for local governments to develop an Attendance at Events policy.
- The policy is to provide a framework for the acceptance of invitations to events and transparency to the community for the acceptance of those invitations.
- The Chief Executive Officer is required to publish, on the City's website, a policy for attendance at events.
- This matter was considered at the 21 July 2020 Ordinary Meeting of Council and deferred for further discussion.
- Elected Members comments have been gathered via the Elected Member Electronic Discussion Board.
- The proposed Council Policy CP-113 has been revised to reflect the comments of Elected Members.
- It is recommended that the Council adopt the new Policy CP-113 Attendance at Events.

**BACKGROUND**

In June 2019 the Local Government Legislation Amendment Act was passed by Parliament, which introduced a range of new legislative requirements for local governments, including the requirement for local governments to introduce a policy that provides a framework and transparency to the community for the acceptance of invitations events.

This matter was presented to the Ordinary Meeting of Council held 16 June 2020, where it was deferred with a request for a presentation. A presentation on the proposed policy was provided at the Agenda Briefing Forum held 7 July 2020 and the matter presented to the 21 July 2020 Ordinary Meeting of Council where it was deferred for Elected Members' discussion at an Elected Members Information Session.

Due to the number of items referred to Elected Member Information Sessions and a heavy meeting schedule in late 2020, this matter was directed to the Elected Members Electronic Discussion Board for comment.

The comments of Elected Members received through the discussion board process and comments made by Elected Members at previous meetings have been taken into consideration in the review of proposed policy

**DETAIL**

New Section 5.90A of the Local Government Act 1995 requires that local governments have an Attendance at Events Policy. The purpose of the policy is for the Council to actively consider the purpose of and benefits to the community of Elected Members and the CEO attending events.

**M21/5826 – NEW COUNCIL POLICY – CP-013 ATTENDANCE AT EVENTS POLICY  
(AMREC) (ATTACHMENT)**

A new Council Policy has been developed to meet this legislative requirement and provides a framework for the acceptance of invitations to various events and clarifies who will pay for tickets or the equivalent value of the invitation.

The proposed new policy addresses:

- attendance at any events, including concerts, conferences, functions or sporting events, or other hospitality occasions, whether free of charge, part of a sponsorship agreement, or paid by the local government
- that attendance at events should not interfere with the business of the Council.
- any payments for, or expenses associated with, attendance at events;
- where an event is not covered by the policy, attendance at the event will require Council approval, by simple majority. The policy provides the details of the matters that should be taken into consideration when making a decision.

It should be noted that under the new legislation, any gifts, including tickets to events not covered by this policy, that are over \$1,000 and are associated with a matter before the Council will require the approval of the Minister for:

- the Elected Member to participate; or
- for the Chief Executive Officer, if the recipient, to provide advice on the matter.

The original proposed policy was based on the template policy provided by the Department of Local Government, and has been revised taking into consideration comments of Elected Members made at meetings and through the discussion board process. The proposed policy is attached [5826 CP-113 Attendance at Events](#) with revisions shown in red text. Revisions include:

- The inclusion of “prescribed event” in the definition of ‘event’
- The rewording of the description of events
- Inclusion of sub-section headers
- Revision of the section dealing with “Disclosures Associated with Attendance at Approved Events”
- Reordering of paragraphs
- Update to reference documents

Since the original proposed policy was presented, the new *Local Government (Model Code of Conduct) Regulations 2021* have come into effect and the implications and reference to this has been considered in the revision process.

**STAKEHOLDER ENGAGEMENT****I. COMMUNITY**

No comment from the community has been sought.

**M21/5826 – NEW COUNCIL POLICY – CP-013 ATTENDANCE AT EVENTS POLICY  
(AMREC) (ATTACHMENT)****II. OTHER AGENCIES / CONSULTANTS**

No comment has been sought from other agencies or consultants, however the Department of Local Government, Sport and Cultural Industries provided information and circulars in relation to the implementation of the new *Local Government Legislation Amendment Act 2019*, specifically in relation to the development and implementation of an Attendance at Events policy that has been taken into consideration.

**STATUTORY AND LEGAL IMPLICATIONS**

New section 5.90A of the *Local Government Act 1995* requires the City to prepare and adopt a policy that deals with matters relating to the attendance of Elected Members and the Chief Executive Officer at events and comply with any prescribed requirements relating to the form or content of the policy.

**Division 6A – Attendance at events****5.90A. Policy for attendance at events**

- (1) In this section -  
**event** includes the following -
  - (a) a concert;
  - (b) a conference;
  - (c) a function;
  - (d) a sporting event;
  - (e) an occasion of a kind prescribed for the purposes of this definition.
- (2) A local government must prepare and adopt\* a policy that deals with matters relating to the attendance of council members and the CEO at events, including -
  - (a) the provision of tickets to events; and
  - (b) payments in respect of attendance; and
  - (c) approval of attendance by the local government and criteria for approval; and
  - (d) any prescribed matter.

\* *Absolute majority required.*
- (3) A local government may amend\* the policy.  

\* *Absolute majority required.*
- (4) When preparing the policy or an amendment to the policy, the local government must comply with any prescribed requirements relating to the form or content of a policy under this section.
- (5) The CEO must publish an up-to-date version of the policy on the local government's official website.

An absolute majority decision of the Council is required to adopt and amend a policy and the adopted policy must be published on the City's website.

Invitations to events may be considered gifts and the implications of the Disclosure of Financial Interests and Gifts covered in Division 6 of the *Local Government Act 1995* and Part 6 of the *Local Government (Administration) Regulations 1996* should be taken into consideration.

**M21/5826 – NEW COUNCIL POLICY – CP-013 ATTENDANCE AT EVENTS POLICY  
(AMREC) (ATTACHMENT)**

**FINANCIAL IMPLICATIONS**

Attendance at events and associated expenses generally align with Elected Members training and development and are covered under existing budget considerations. The new legislative requirements associated with attendance at events can be accommodated under existing budget allocations.

**STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS**

<b>Risk Statement &amp; Consequence</b>	<b>Level of Risk</b>	<b>Risk Treatment</b>
Risk of not providing sufficient transparency to the community of the events attended by Elected Members and the Chief Executive Officer when considering and providing advice on matters before the Council.	Moderate consequences which are likely, resulting in a <b>High</b> level of risk	Development and implementation of the relevant policies and registers and publication on the City's website for improved transparency.

**POLICY IMPLICATIONS**

This is a proposed new Council Policy as required under the Local Government Act 1995. The intention of the new policy is to provide guidance and support to the Elected Members and the Chief Executive Officer when attending events to ensure appropriate disclosure and transparency to the community.

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

There are no alternative options as this is a legislative requirement. This matter was addressed in the Department of Local Government's 2020 Compliance Annual Return, with the City recording a non-compliance on this matter for that year.

**CONCLUSION**

The City is committed to meeting its legislative requirements and to transparency and accountability to its community. The adoption of this policy will establish guidelines for appropriate disclosure and management of the acceptance of invitations to events for Elected Members and the Chief Executive Officer.

**OFFICER RECOMMENDATION (5826)**

**ABSOLUTE MAJORITY**

**That the Council adopts new Council Policy CP-113 – Attendance at Events as attached [5825 CP-113 Attendance at Events](#) and that this policy be published on the City of Melville website.**

**M21/5827 - POLICY REVIEW – MANAGEMENT SERVICES (REC) (ATTACHMENT)**

Ward : All  
 Category : Policy  
 Subject Index : Corporate Policy  
 Customer Index : City of Melville  
 Disclosure of any Interest : No Officer involved in the preparation of this report has a declarable interest in this matter.  
 Previous Items : M19/5664 Policy Review Management Services Ordinary Meeting of Council 19 February 2019.  
 Works Programme : Not Applicable  
 Funding : Not Applicable  
 Responsible Officer : Corrine Newman  
 Governance Coordinator

**AUTHORITY / DISCRETION**

**DEFINITION**

<input type="checkbox"/>	Advocacy	<i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input type="checkbox"/>	Executive	<i>The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input checked="" type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes &amp; policies.</i>
<input type="checkbox"/>	Review	<i>When the Council operates as a review authority on decisions made by Officers for appeal purposes.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i>
<input type="checkbox"/>	Information	<i>For the Council/Committee to note.</i>

**M21/5827 - POLICY REVIEW – MANAGEMENT SERVICES (REC) (ATTACHMENT)****KEY ISSUES / SUMMARY**

- Policies within the responsibility of Management Services have been reviewed and are presented to the Council for consideration.
- Policies that are designated as a Council Policy require the approval of the Council, whereas those that are designed Operational Policies are approved by the Chief Executive Officer.
- This report presents six Council policies that have been reviewed as part of the review cycle and are considered to require no amendment or minor amendments and recommends their adoption by the Council.

**BACKGROUND**

The City of Melville has a number of Council Policies, for which Management Services is responsible. These policies are generally reviewed as needed or on a biennial basis. Where substantial changes to a Council Policy are required, a report dealing with that policy is presented to the Council for consideration.

This report considers six policies that require no amendment or minor changes.

**DETAIL**

Policies, not specifically related to planning process, are held under one of two categories being, Council Policies or Operational Policies. Council Policies require the approval the Council and relate to:

- Strategic Positioning of Council
- Executive Functions
- Legislative Functions
- Termination payments in excess of contracts of employment or Award provisions

All other Policies are considered to be operational in nature and have therefore been designated as Operational Policies. Operational Policies are those which are made in relation to the functions of the Chief Executive Officer as prescribed by Section 5.41 of the *Local Government Act 1995* (the Act) as follows:

- Management of the day to day operations of the local government;
- The employment, management supervision, direction and dismissal of other employees;
- Ensuring that records and documents of the local government are properly kept for the purposes of the Act and any other written law; and
- Policy on powers and duties delegated by the Council within the limitations as set by Section 5.43 of the Act.

Where applicable, procedures are prepared for policies to define a sequence of activities, tasks or steps that when undertaken in the sequence laid down produces the described result or outcome.

**M21/5827 - POLICY REVIEW – MANAGEMENT SERVICES (REC) (ATTACHMENT)**

This report provides comment on six policies from Management Services. These policies require minimal changes for update.

- **CP-004 Use of Elected Member Meeting Rooms and Facilities**

Minor changes to:

- Amend “Council” to “City” in Policy Objective.
- Provide for the CEO to authorise the use of the Council Chambers.

Proposed changes CP-004 Use of Elected Member Meeting Rooms and Facilities are shown in attached [5827 CP-004 Use of Elected Member Meeting Rooms and Facilities](#)

- **CP-011 Ex Gratia Payments**

Minor changes to provide clarity in making ex gratia payments

Proposed changes CP-011 Ex Gratia Payments are shown in attached [5827 CP-011 Ex Gratia Payments](#)

- **CP-016 Civic and Ceremonial Functions**

Minor changes to:

- reference the City’s mission.
- provide for the Council to resolve not to hold Annual functions
- Amend “Council” to “City of Melville” in section 7

Proposed changes CP-016 Civic and Ceremonial Functions are shown in attached [5827 CP-016 Civic and Ceremonial Functions](#)

- **CP-020 Nomination on WALGA Committees**

Minor change to amend title to “Nomination to WALGA Committees”.

Proposed changes CP-020 Nomination on WALGA Committees are shown in attached [5827 CP-020 Nomination to WALGA Committees](#)

- **CP-022 Disaster Appeals**

No change.

[5827 CP-022 Disaster Appeals](#)

- **CP-083 Provision of Mayoral Vehicle**

Minor changes to:

- reference the City’s updated Light Fleet Vehicles Policy.

Proposed changes CP-083 Provision of Mayoral Vehicle are shown in attached [5827 CP-083 Provision of Mayoral Vehicle](#)

**M21/5827 - POLICY REVIEW – MANAGEMENT SERVICES (REC) (ATTACHMENT)**

**STAKEHOLDER ENGAGEMENT**

**I. COMMUNITY**

There was no community consultation undertaken in relation to these policy reviews.

**II. OTHER AGENCIES / CONSULTANTS**

Consultation with other agencies or consultants was not required for this report.

**STATUTORY AND LEGAL IMPLICATIONS**

There are no statutory or legal implications associated with this report.

**FINANCIAL IMPLICATIONS**

Any financial implications associated with the policies referenced in this report provide guidance for items included and considered by the Council as part of the Budget adoption process each year.

**STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS**

<b>Risk Statement &amp; Consequence</b>	<b>Level of Risk</b>	<b>Risk Treatment</b>
Administration undertakes functions delegated by the Council in a manner not in accordance with the Council's objectives or strategic vision causing reputational risk.	<b>Minor to Major</b> depending on the issue.	Ensure sound Council Policies are in place which provide clear guidance and direction to the administration.
Policies are not in accordance with legislative requirements or contemporary standards	<b>Minor</b> consequences which are possible, resulting in a <b>Medium</b> level of risk.	Periodic review mitigates against outdated legislative or other relevant references.

**POLICY IMPLICATIONS**

All Council Policies are reviewed on a regular basis. The policies the subject of this report require no or minor changes as a consequence of the review.

**M21/5827 - POLICY REVIEW – MANAGEMENT SERVICES (REC) (ATTACHMENT)****ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

The Council has policies to provide direction to officers on the Council's resolved position on various matters. The direction provides for a consistent approach in dealing with similar matters and provides confidence that the City has a consistent approach and that decisions are made in a structured manner.

The removal of Council Policies would no longer provide the guidance to officers and may result in similar matters having different responses or outcomes.

**CONCLUSION**

The six policies the subject of this report have been reviewed by officers and no changes or minor changes that do not substantially change the intent of the policy are recommended. Any recommended changes to policy are consistent with current legislation.

**OFFICER RECOMMENDATION (5827)****APPROVAL**

**That the Council approves the review of, and amendments to the following policies:**

- [5827 CP-004 Use of Elected Member Meeting Rooms and Facilities](#)
- [5827 CP-011 Ex Gratia Payments](#)
- [5827 CP-016 Civic and Ceremonial Functions](#)
- [5827 CP-022 Disaster Appeals](#)
- [5827 CP-020 Nomination on WALGA Committees](#)
- [5827 CP-083 Provision of Mayoral Vehicle](#)

**M21/5000 – COMMON SEAL REGISTER (REC)**

Ward	:	All
Category	:	Operational
Subject Index	:	Legal Matters and Documentation
Customer Index	:	City of Melville
Disclosure of any Interest	:	No Officer involved in the preparation of this report has a declarable interest in this matter.
Previous Items	:	Standard Item
Works Program	:	Not applicable
Funding	:	Not applicable
Responsible Officer	:	Bruce Taylor Manager Governance and Property

**AUTHORITY / DISCRETION**

**DEFINITION**

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<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes and policies.</i>
<input type="checkbox"/>	Review	<i>When the Council operates as a review authority on decisions made by Officers for appeal purposes.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i>
<input checked="" type="checkbox"/>	<b>Information</b>	<b><i>For the Council/Committee to note.</i></b>

**KEY ISSUES / SUMMARY**

This report details the documents to which the City of Melville Common Seal has been applied for the period from 17 February 2021 up to and including 15 March 2021 for the Council's noting.

**M21/5000 – COMMON SEAL REGISTER (REC)**

**BACKGROUND**

Section 2.5 of the *Local Government Act 1995* states that a Local Government is a Body Corporate with perpetual succession and a common seal. A document is validly executed by a Body Corporate when the common seal of the Local Government is affixed to it and the Mayor and the Chief Executive Officer (CEO) attest the affixing of the seal.

**DETAIL**

<b>Register Reference</b>	<b>Parties</b>	<b>Description</b>	<b>ECM Reference</b>
CS2161	City of Melville and Niche Living Projects Pty Ltd	Agreement to defer construction to plate height: Lot 97 (No. 25) Fletcher Street, Applecross	6059851
CS2165	City of Melville and Western Australian Planning Commission	To adopt the Local Planning Scheme Amendment No. 8 Report to rezone 11 Cottrill Street, Myaree from R40 to Public Open Space as per Council resolution at 16 February 2021 Ordinary Meeting of Council.	6140490

**STAKEHOLDER ENGAGEMENT**

**I. COMMUNITY**

Not applicable.

**II. OTHER AGENCIES / CONSULTANTS**

Not applicable.

**M21/5000 – COMMON SEAL REGISTER (REC)****STATUTORY AND LEGAL IMPLICATIONS**

Section 2.5(2) of the *Local Government Act 1995* states:

*The local government is a body corporate with perpetual succession and a common seal.*

Section 9.49A (3) of the *Local Government Act 1995* states:

(3) *The common seal of the local government is to be affixed to a document in the presence of —*

(a) *the mayor or president; and*

(b) *the chief executive officer or a senior employee authorised by the chief executive officer, each of whom is to sign the document to attest that the common seal was so affixed.*

**FINANCIAL IMPLICATIONS**

There are no financial implications in this report other than that held in any contract advised above.

**STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS**

There are no strategic, risk or environmental management implications in this report.

**POLICY IMPLICATIONS**

There are no policy implications in this report.

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Not applicable.

**CONCLUSION**

This is a standard report for the Elected Members' that **details the documents to which the City of Melville Common Seal has been applied for the period from 17 February 2021 up to and including 15 March 2021**

**OFFICER RECOMMENDATION (5000)****NOTING**

**That the Council notes the actions of His Worship the Mayor and the Chief Executive Officer in executing the documents listed under the Common Seal of the City of Melville from 17 February 2021 up to and including 15 March 2021.**

**C21/6000 - INVESTMENT STATEMENTS FOR FEBRUARY 2021 (REC)**

Ward	: All
Category	: Operational
Subject Index	: Financial Statements and Investments
Customer Index	: Not applicable
Disclosure of any Interest	: No Officer involved in the preparation of this report has a declarable interest in this matter.
Previous Items	: Standard Item
Works Programme	: Not applicable
Funding	: Not applicable
Responsible Officer	: Debbie Whyte – Manager Financial Services

**AUTHORITY / DISCRETION**

**DEFINITION**

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<input type="checkbox"/>	Executive	<i>The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes &amp; policies.</i>
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<input checked="" type="checkbox"/>	Information	<b><i>For the Council/Committee to note.</i></b>

**KEY ISSUES / SUMMARY**

This report presents the investment statements for the period ending 28 February 2021 for the Council's information and noting.

**C21/6000 - INVESTMENT STATEMENTS FOR 28 FEBRUARY 2021 (REC)**

**BACKGROUND**

The City has cash holdings as a result of timing differences between the collection of revenue and its expenditure. Whilst these funds are held by the City they are invested in appropriately rated and liquid investments.

The investment of cash holdings is undertaken in accordance with Council Policy CP-009 - Investment of Funds, with the objective of maximising returns whilst maintaining low levels of credit risk exposure.

**DETAIL**

The following statement details the investments held by the City as at 28 February 2021.

<b>CITY OF MELVILLE STATEMENT OF INVESTMENTS FOR THE PERIOD ENDING 28 FEBRUARY 2021</b>		
<b>SUMMARY BY FUND</b>		
Municipal		\$49,229,558
Reserve		\$147,502,108
Trust		\$-
Citizen Relief		\$217,779
<b>TOTAL</b>		<b>\$196,949,445</b>
<b>SUMMARY BY INVESTMENT TYPE</b>		
11AM		\$9,953,801
31Days at Call		\$6,000,000
60Days at Call		\$2,000,000
90Days at Call		\$16,600,000
Term Deposit		\$162,220,473
Units (Local Govt Hse)		\$175,171
<b>TOTAL</b>		<b>\$196,949,445</b>
<b>SUMMARY BY CREDIT RATING</b>		
AAA Category	AAA	
AA Category (AA+ to AA-)	AA-	\$151,273,558
A Category (A+ to A-)	A+	\$10,000,716
	A	
	A-	
BBB+ Category	BBB+	\$35,500,000
Units (Local Government House)		\$175,171
<b>TOTAL</b>		<b>\$196,949,445</b>

**C21/6000 - INVESTMENT STATEMENTS FOR 28 FEBRUARY 2021 (REC)**

Exposure to an individual institution is limited according to Council policy and in February 2021 the investments were within the acceptable limits.

Investment with financial institutions						
Institution	Credit Rating	Credit Rating Category	Funds held at period end	Actual %	Limit Per Policy	
ANZ	AA-	AA Category	\$ 8,500,000	4.32%	30.00%	✓
AMP	BBB+	BBB+ Category	\$ -	0.00%	15.00%	✓
Bankwest	AA-	AA Category	\$ -	0.00%	30.00%	✓
Bank of Queensland	BBB+	BBB+ Category	\$ 26,000,000	13.20%	15.00%	✓
ING Bank	A-	A Category	\$ -	0.00%	25.00%	✓
Bendigo & Adelaide	BBB+	BBB+ Category	\$ 9,500,000	4.82%	15.00%	✓
CBA	AA-	AA Category	\$ 40,000,000	20.31%	30.00%	✓
Macquarie	A+	A Category	\$ 7,000,716	3.55%	25.00%	✓
NAB	AA-	AA Category	\$ 44,731,998	22.71%	30.00%	✓
St George	AA-	AA Category	\$ -	0.00%	30.00%	✓
Suncorp	A+	A Category	\$ 3,000,000	1.52%	25.00%	✓
Westpac	AA-	AA Category	\$ 58,041,560	29.47%	30.00%	✓
Units in Local Govt House	NA	NA	\$ 175,171	0.09%	100.00%	✓
<b>TOTAL</b>			<b>\$ 196,949,445</b>	<b>100%</b>		

\*Standard & Poor's ratings. Source: Policy No. CP-009: Investment of Funds

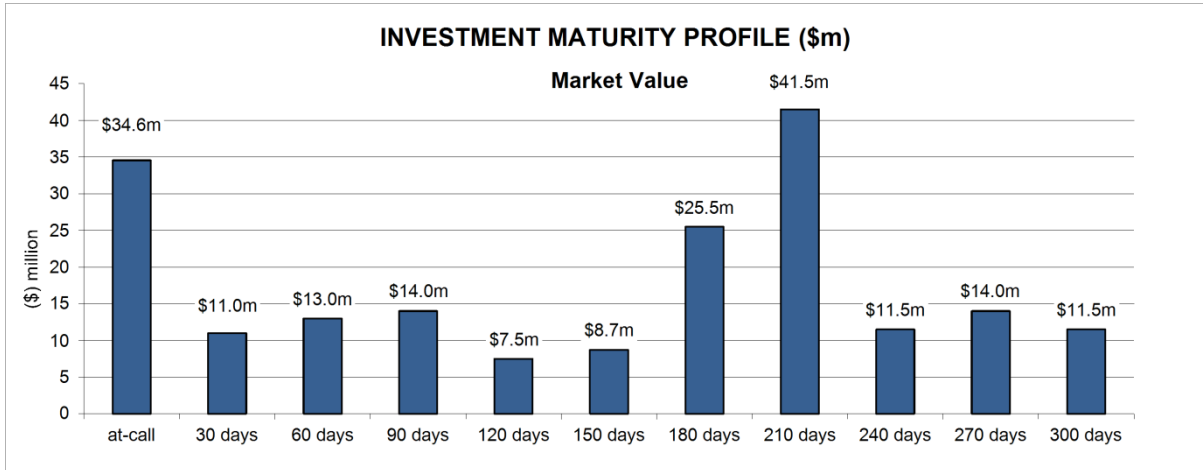
The City's investments were invested within the limits allowed within each category rating for February 2021.

Maximum Percentage of Average Investment Portfolio Balance				
Long Term Rating	Funds held at period end \$	Actual %	Limit Per Policy	
AAA Category	\$ -	0%	100%	✓
AA Category (AA+ to AA-)	\$ 151,273,558	77%	80%	✓
A Category (A+ to A-)	\$ 10,000,716	5%	50%	✓
BBB+ Category	\$ 35,500,000	18%	25%	✓
Units in Local Govt House	\$ 175,171	0%	100%	✓
<b>TOTAL</b>	<b>\$ 196,949,445</b>	<b>100%</b>		

\*Standard & Poor's ratings. Source: Policy No. CP-009: Investment of Funds

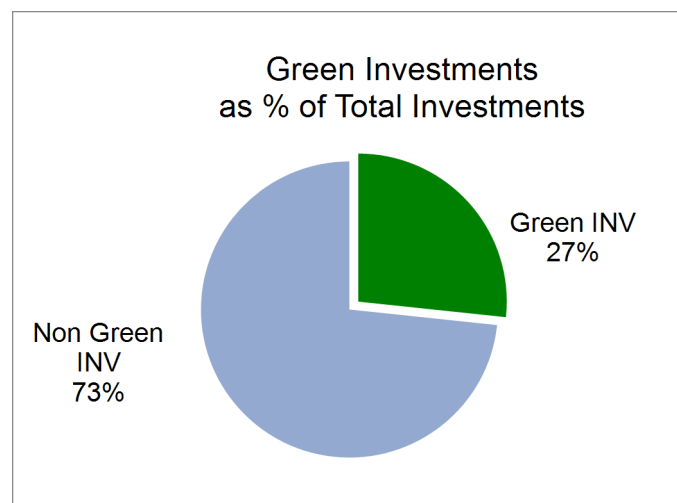
**C21/6000 - INVESTMENT STATEMENTS FOR 28 FEBRUARY 2021 (REC)**

The below graph summarises the maturity profile of the City’s investments at market value as at 28 February 2021. The immediacy of the demand for funds depends on the particular Fund or Reserve Account(s) of the City. The maturity profile provided in the table below meets the liquidity requirements of the Council policy.



“Green investments” are authorised investment products made in authorised institutions that respect the environment by not investing in fossil fuel industries.

The total investment in authorised institutions that do not lend to industries engaged in the exploration for, or production of, fossil fuels, as at 28 February 2021 was \$52,500,000 or 27% of total investment holdings being in non-fossil fuels institutions, compared to \$50,500,000 (25%) in January 2021. The total investments holding for February and January were \$196,949,445 and \$203,149,445 respectively.



**C21/6000 - INVESTMENT STATEMENTS FOR 28 FEBRUARY 2021 (REC)**

<b>Green Investment with financial institutions</b>			
<b>Institution</b>	<b>Credit Rating</b>	<b>Credit Rating Category</b>	<b>Funds held at period end</b>
Bendigo & Adelaide	BBB+	BBB+ Category	\$ 9,500,000
CBA	AA-	AA Category	\$ 40,000,000
Suncorp	A+	A Category	\$ 3,000,000
<b>TOTAL</b>			<b>\$ 52,500,000</b>

Green investments are invested in three banks listed above in the table based following the council credit rating policy. Green Term Deposits with CBA are currently limited or no longer available as the pool of funds with them has reached full capacity. Other banks offer a lower interest rate on Green Investment.

**STAKEHOLDER ENGAGEMENT**

**I. COMMUNITY**

This report is available to the public on the City's web-site.

**II. OTHER AGENCIES / CONSULTANTS**

A wide range of suitably credit rated Authorised Deposit-taking Institutions (ADI's) were engaged with during the course of the month in respect to the placement and renewal of investments.

**STATUTORY AND LEGAL IMPLICATIONS**

The following legislation is relevant to this report:

- *Local Government (Financial Management) Regulations 1996* Regulation 19 – Management of Investments
- *Trustee Act 1962* (Part 3)

Authorised Deposit-taking Institutions are authorised under the *Banking Act 1959* and are subject to Prudential Standards oversight by the Australian Prudential Regulation Authority (APRA).

Effective from 13 May 2017 the *Local Government (Financial Management) Regulations 1996* were amended (regulation 19C) to allow local governments to deposit funds for a fixed term of three years or less. The regulation previously only allowed for deposits of 12 months or less. Deposits of greater than one year may, depending on the shape of the yield curve, enable the City to achieve better investment returns.

**C21/6000 - INVESTMENT STATEMENTS FOR 28 FEBRUARY 2021 (REC)**

**FINANCIAL IMPLICATIONS**

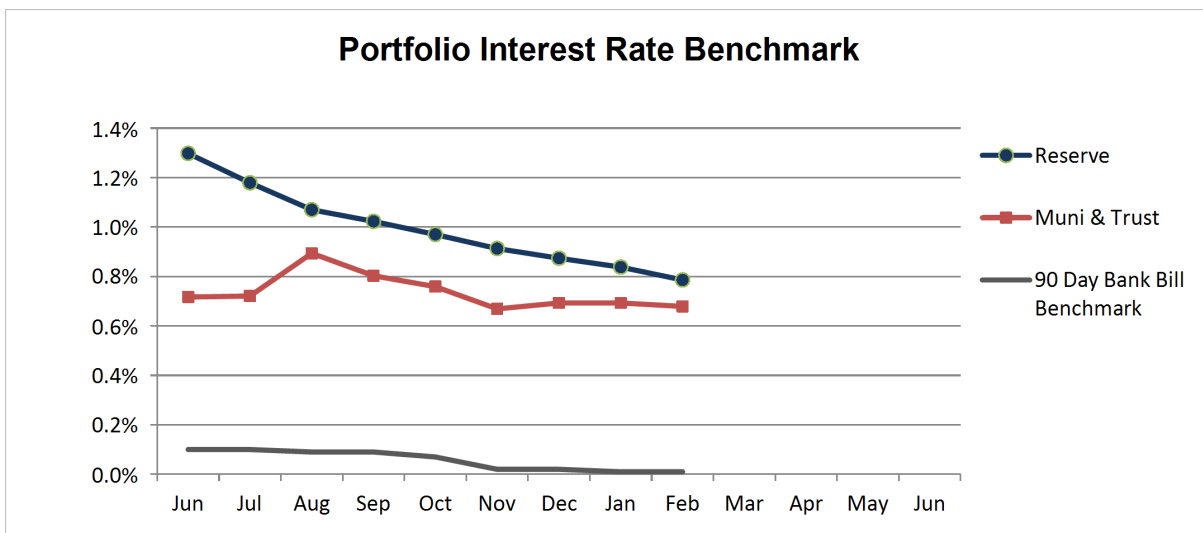
For the period ending 28 February 2021:

- Investment earnings on Municipal and Trust Funds were \$223,770 against a year to date budget of \$50,000 representing a positive variance of \$173,770.

The weighted average interest rate for Municipal and Trust Fund investments as at 28 February 2021 was 0.68% which compares favourably to the benchmark three month bank bill swap (BBSW) reference rate of 0.01%.

- Investment earnings on Reserve accounts were \$899,598 against a year to date budget of \$950,000 representing a negative variance of (\$50,402) as a result of lower interest rate than expected rates.

The weighted average interest rate for Reserve account investments as at 28 February 2021 was 0.79% which compares favourably to the benchmark three month bank bill swap (BBSW) reference rate of 0.01%.



**STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS**

**Strategic**

The interest earned on invested funds assists in addressing the following key priority area identified in The City of Melville Corporate Business Plan 2020-2024.

Priority Number One – “Restricted current revenue base and increasing/changing service demands impacts on rates”.

**Risk**

The Council’s Investment of Funds Policy CP-009 was drafted so as to minimise credit risk through investing in highly rated securities and diversification. The Policy also incorporates mechanisms that protect the City’s investments from undue volatility risk as well as the risk to reputation as a result of investments that may be perceived as unsuitable by the Community.

**C21/6000 - INVESTMENT STATEMENTS FOR 28 FEBRUARY 2021 (REC)****Environmental**

When investing the City's funds, a deliberative preference will be made in favour of authorised institutions that respect the environment by not investing in fossil fuel industries. This preference will however, only be exercised after the foremost investment considerations of credit rating, risk diversification and interest rate return are fully satisfied.

**POLICY IMPLICATIONS**

Council Policy CP-009 – Investment of Funds provides guidelines with respect to the investment of City of Melville (the City) funds by defining levels of risk considered prudent for public monies. Liquidity requirements are determined to ensure the funds are available as and when required and take account of appropriate benchmarks for rates of return commensurate with the low levels of risk and liquidity requirements. The types of investments that the City has the power to invest in is limited by prescriptive legislative provisions governed by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and Part III of the *Trustees Act 1962*.

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Not applicable as this report only presents information for noting.

**CONCLUSION**

The City's investment portfolio is invested in highly secure investments with a low level of risk yielding a weighted average rate of return of 0.68% to 0.79% which exceeds the benchmark three month bank bill swap (BBSW) reference rate of 0.01%.

27% of the City's investment portfolio is invested in authorised deposit taking institutions that do not lend to industries engaged in the exploration for, or production of, fossil fuels. This compared to 25% in January 2021.

Future investment earnings will be determined by the cash flows of the City and movements in interest rates on term deposits.

**OFFICER RECOMMENDATION (6000)****NOTING**

**That the Council notes the Investment Report for the period ending 28 February 2021.**

**C21/6001 – SCHEDULE OF ACCOUNTS PAID FOR FEBRUARY 2021 (REC)  
(ATTACHMENT)**

Ward : All  
 Category : Operational  
 Subject Index : Financial Statement and Investments  
 Customer Index : Not applicable  
 Disclosure of any Interest : No Officer involved in the preparation of this report has a declarable interest in this matter.  
 Previous Items : Standard Item  
 Works Programme : Not Applicable  
 Funding : Annual Budget  
 Responsible Officer : Debbie Whyte – Manager Financial Services

**AUTHORITY / DISCRETION**

**DEFINITION**

<input type="checkbox"/>	Advocacy	<i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input type="checkbox"/>	Executive	<i>The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes &amp; policies.</i>
<input type="checkbox"/>	Review	<i>When the Council operates as a review authority on decisions made by Officers for appeal purposes.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that September be appealable to the State Administrative Tribunal.</i>
<input checked="" type="checkbox"/>	Information	<b><i>For the Council/Committee to note.</i></b>

**KEY ISSUES / SUMMARY**

This report presents the details of payments made under delegated authority to suppliers for the period of February 2021 and recommends that the Schedule of Accounts Paid be noted.

**C21/6001 – SCHEDULE OF ACCOUNTS PAID FOR FEBRUARY 2021 (REC)  
(ATTACHMENT)**

**BACKGROUND**

Delegated Authority DA-035 has been granted to the Chief Executive Officer to make payments from the Municipal and Trust Funds. This authority has then been on-delegated to the Director Corporate Services. In accordance with Regulation 13.2 and 13.3 of the *Local Government (Financial Management) Regulations 1996*, where this power has been delegated, a list of payments for each month is to be compiled and presented to the Council.

The list is to show each payment, payee name, amount and date of payment and sufficient information to identify the transaction.

**DETAIL**

The Schedule of Accounts Paid for February including Payment Register numbers, Cheques: 789-790, Electronic Funds Transfers batches: 683-694, Trust Payments, Card Payments and Payroll was distributed to the Elected Members of the Council on 1 April 2021.

A total of \$8,467,211 direct creditor payments were paid during the month, of which, 16% of payments were paid to suppliers located within the City of Melville and 22% to suppliers within the South West Group. This is compared to 13% and 17% respectively of the total of \$11,430,878 direct creditor payments made in January 2021. Approximately 96% of supplier invoices are paid within 30 days of receipt of the invoice.

The below table details the Summary of Payments Made for the period:

<b>SCHEDULE OF PAYMENTS MADE FEBRUARY 2021</b>		
<i>Payments made under Delegated Authority DA-035</i>		
<b>MUNICIPAL FUNDS - DIRECT CREDITOR PAYMENTS</b>		
<b>Cheques</b>	Chq Payment Register No. 789 and 790	\$24,114.26
	Chq Payment on Restricted Funds Register No.	\$0.00
	Less Cancelled Chqs	(\$6,276.41)
<b>Electronic Funds Transfers</b>	EFT Payment Register No. 691,692 and 694	\$8,200,823.89
	EFT Payment on Restricted Funds Register No. 104 and 693	\$166,653.15
	Less Cancelled EFTs	\$0.00
		<b>\$8,385,314.89</b>
<b>Direct Debits</b>	Bank Fees	\$14,605.52
	Ampol Fuel	\$66,065.03
<b>Direct Payments</b>		\$1,225.18
	<b>Total Direct Creditor Payments</b>	<b>\$8,467,210.62</b>
<b>Payroll</b>	Total Pay 16 and 17	\$3,531,467.42
	<b>Total Payroll</b>	<b>\$3,531,467.42</b>
<b>Cards</b>	Corporate Cards	\$11,115.05
	Purchase Cards	\$41,364.45
	American Express	\$6,011.78
	<b>Total Card Payments</b>	<b>\$58,491.28</b>
<b>Total Direct Creditor Payments from Municipal Account</b>		<b>\$12,057,169.32</b>

**C21/6001 – SCHEDULE OF ACCOUNTS PAID FOR FEBRUARY 2021 (REC)  
(ATTACHMENT)**

*Schedule of Payments Made continued.*

<b>INTERFUND &amp; INVESTMENT TRANSACTIONS</b>		
<b><i>Interfund Transfers</i></b>		
Loan		\$0.00
Citizen Relief Trust		(\$2,000.00)
Citizen Relief Operating		\$2,000.00
Municipal		(\$7,500,000.00)
Reserve		\$7,500,000.00
Trust		\$0.00
<b><i>Total Interfund Transfers</i></b>		<b>\$0.00</b>
<b><i>New Municipal Investments</i></b>		
Westpac Bank	17/02/2021	\$1,500,000.00
Commonwealth Bank	22/02/2021	\$2,000,000.00
Westpac Bank	23/02/2021	\$2,800,000.00
Commonwealth Bank	23/02/2021	\$2,000,000.00
<b><i>Total New Investments</i></b>		<b>\$8,300,000.00</b>
<b>Grand Total</b>		<b>\$20,357,169.32</b>

Details of the payments are shown in attachment [6001 Payment Details February 2021](#). Any payment over and above \$25,000.00 has been highlighted under the Payment Amount column in the attachment to this statement named 'Listing of Payments made under Delegated Authority'.

**STAKEHOLDER ENGAGEMENT**

**I. COMMUNITY**

Not applicable.

**II. OTHER AGENCIES / CONSULTANTS**

**STATUTORY AND LEGAL IMPLICATIONS**

This report meets the requirements of the *Local Government (Financial Management) Regulations 1996* Part 2: General financial management (s.6.10) regulations 11, 12 & 13.

**FINANCIAL IMPLICATIONS**

Expenditures were provided for in the adopted Budget as amended by any subsequent Budget reviews and amendments.

**C21/6001 – SCHEDULE OF ACCOUNTS PAID FOR FEBRUARY 2021 (REC)  
(ATTACHMENT)****STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS**

There are no identifiable strategic, risk and environmental management implications.

**POLICY IMPLICATIONS**

Procurement of Products and Services is conducted in accordance with Council Policy CP-023 and Systems Procedure 019 Purchasing and Procurement.

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Not applicable as this report presents information for noting only.

**CONCLUSION**

The Schedule of Payments for the month totals \$20,357,169.32.

The report and the attached Schedule of Accounts Paid are presented for the Council's information.

**OFFICER RECOMMENDATION (6001)****NOTING**

**That the Council notes the Schedule of Accounts paid for the period February 2021 as approved by the Director Corporate Services in accordance with delegated authority DA-035, and detailed in attachment [6001 Payment Details February 2021](#).**

**C21/6002 – STATEMENTS OF FINANCIAL ACTIVITY FOR FEBRUARY 2021 (REC)  
(ATTACHMENTS)**

Ward	:	All
Category	:	Operational
Subject Index	:	Financial Reporting - Statements of Financial Activity
Customer Index	:	Not applicable
Disclosure of any Interest	:	No Officer involved in the preparation of this report has a declarable interest in this matter.
Previous Items	:	Standard Item
Works Programme	:	Not applicable
Funding	:	Not applicable
Responsible Officer	:	Debbie Whyte – Manager Financial Services

**AUTHORITY / DISCRETION**

**DEFINITION**

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<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes &amp; policies.</i>
<input type="checkbox"/>	Review	<i>When the Council operates as a review authority on decisions made by Officers for appeal purposes.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i>
<input type="checkbox"/>	Information	<i>For the Council/Committee to note.</i>

**KEY ISSUES / SUMMARY**

<p>This report presents:</p> <ul style="list-style-type: none"> <li>• The Statements of Financial Activity by Program, Sub-Program and Nature and Type, for the period ending 28 February 2021 and recommends that they be noted by the Council.</li> <li>• The variances for the month of 28 February 2021 and recommends that they be noted by the Council.</li> <li>• There are no budget amendments presented for the month due to the Mid-Year Budget Review being underway.</li> </ul>
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**C21/6002 – STATEMENTS OF FINANCIAL ACTIVITY FOR FEBRUARY 2021 (REC)  
(ATTACHMENTS)****BACKGROUND**

The Statements of Financial Activity for the period ending 28 February 2021 have been prepared and tabled in accordance with the *Local Government (Financial Management) Regulations 1996*.

**OVERALL SUMMARY OF THE CITY'S FINANCIAL POSITION**

- The Municipal cash balance at the end of the month is \$49.2m. This reflects that the City has a positive financial position to meet its obligations.
- There was no change in investment holdings in reserve accounts, compared to the reserve investment holding of \$147.5m in January 2021. 75% of the City's investment holdings are held in reserve accounts which are restricted to the defined purpose for which the reserve account was established.
- The Green investment in authorised banking institutions as at 28 February 2021 was \$52,500,000 or 27% of total investment holdings, compared to \$50,500,000 (25%) in January 2021.
- There were no budget amendments processed during February due to the Mid-Year Budget Review being underway. The Mid-Year Budget Review is undertaken in accordance with the *Local Government (Financial Management) Regulations 1996* and was presented to Council in March.
- Rates raised year to date were \$81,240,283 with a positive variance of \$773,387 compared to the year to date annual budget of \$80,466,896. This is due mainly to a material positive variance in residential interim rates.

Rates collection progress for February is at 81.7% which is below the month end target of 84.5%.

- Total debtor collections for February equalled \$4,045,364. The year to date total outstanding debtors (including all rates and sundry debtors) is \$21,734,124. The YTD cash collection of \$94,942,916 from total debtors is lower than the cash collection of \$108,266,928 during the same period in the previous year. The rates raised in 2020-21 were lower due to COVID -19 concessions; hence the amount collected is also lower. The final rates instalment is due 19 March 2021.
- Total waivers under the Community Stimulus Package adopted by Council on 9 April 2020, is \$1,021,464 over multiple financial years.

**DETAIL**

The attached reports have been prepared in compliance with the requirements of the legislation and Council policy. The three monthly reports that are presented are the:-

1. Statement of Financial Activity by Nature and Type  
Provides details on the various categories of income and expenditure.
2. Rate Setting Statement by Program  
Provides details on the Program classifications.

**C21/6002 – STATEMENTS OF FINANCIAL ACTIVITY for February 2021 (REC)  
(ATTACHMENTS)**

3. Rate Setting Statement by Sub-Program  
Provides further breakdown on the Program classifications.

**Variances**

A detailed summary of variances and comments based on the Rate Setting Statement by Sub-Program is provided in attachments:

[6002C Statement Sub Program February 2021](#): Rate Setting Statement by Sub-Program

[6002H Statement of Variances February 2021](#): Statement of Variances in Excess of \$50,000

**Revenue**

Rates raised as at February were \$81,240,283, compared to a year to date budget of \$80,466,896. The positive variance of \$773,387 is due mainly to a positive variance of \$1,017,143 of interim rates raised, off set by \$243,756 of unbudgeted rate concessions.

**Rates Collection**

SUMMARY OF RATE DEBTOR MOVEMENT					
Detail	Actuals Current Month YTD	Actuals Previous Month YTD	% Diff Current Mth to Previous Mth	Actuals This Month Last Year YTD	% Diff Current Mth to Current Mth Last Yr
Opening Balance - 1 July	9,142,487	9,142,487	0%	6,607,681	38%
Debtors Raised	102,158,688	102,148,569	0%	115,949,030	-12%
Payments Received	(90,569,259)	(87,172,295)	4%	(102,802,795)	-12%
Closing Balance	20,731,916	24,118,761	-14%	19,753,917	5%

Total rate debtor collections for the month equalled \$3,396,964 .

**C21/6002 – STATEMENTS OF FINANCIAL ACTIVITY FOR FEBRUARY 2021 (REC)  
(ATTACHMENTS)**

**Sundry Debtor Movement**

<b>SUMMARY OF SUNDRY DEBTOR MOVEMENT</b>					
Detail	Actuals Current Month YTD	Actuals Previous Month YTD	% Diff Current Mth to Previous Mth	Actuals This Month Last Year YTD	% Diff Current Mth to Current Mth Last Yr
Opening Balance - 1 July	1,238,865	1,238,865	0%	432,873	186%
Invoices Raised	4,114,277	3,764,280	9%	5,891,476	-30%
Receipts	(4,373,657)	(3,725,257)	17%	(5,464,133)	-20%
Prepayments	22,722	23,172	-2%	39,076	-42%
Closing Balance	1,002,208	1,301,060	-23%	899,291	11%

Sundry debtor balances decreased by \$298,852 over the course of February from \$1,301,060 to \$1,002,208 of which total 90 day sundry debtors over \$1,000 for the month is \$596,560, representing 60% of total sundry debtors.

**Money Expended in an Emergency and Unbudgeted Expenditure**

Not applicable for February 2021.

**Budget Amendments**

There were no budget amendments in February 2021 due to the Mid-Year Budget Review being underway.

**Granting of concession or writing off debts owed to the City**

Delegation DA-032 empowers the Chief Executive Officer (CEO) to grant concessions and write off monies owing to the City to a limit of \$10,000 for any one item. The CEO has partially on-delegated this to the Director Corporate Services to write off debts or grant concessions to a value of \$5,000.

\$195.50 for hall hire was written off under delegated authority in the month of February due to inability to locate or contact the debtor.

\$126.90 in administration fees for the period 1 July to 31 August were written off due to COVID-19.

**C21/6002 – STATEMENTS OF FINANCIAL ACTIVITY FOR FEBRUARY 2021 (REC)  
(ATTACHMENTS)**

The following attachments form part of the Attachments to the Agenda for the month of February 2021.

DESCRIPTION	LINK
Statement of Financial Activity By Nature and Type	<a href="#">6002A Statement Nature Type February 2021</a>
Rate Setting Statement by Program	<a href="#">6002B Rate Setting Program February 2021</a>
Rate Setting Statement by Sub-Program	<a href="#">6002C Rate Setting Sub Program February 2021</a>
Representation of Net Working Capital	<a href="#">6002E Net Working Capital February 2021</a>
Reconciliation of Net Working Capital	<a href="#">6002F Reconciliation Net Working Capital February 2021</a>
Summary of Rates Debtors	<a href="#">6002L Summary Rate Debtors February 2021</a>
Graph Showing Rates Collections	<a href="#">6002M Rates Collections Graph February 2021</a>
Summary of General Debtors aged 90 Days Old or Greater	<a href="#">6002N General Debtors Aged 90days February 2021</a>

**STAKEHOLDER ENGAGEMENT**

**I. COMMUNITY**

Not applicable.

**II. OTHER AGENCIES / CONSULTANTS**

Not applicable.

**STATUTORY AND LEGAL IMPLICATIONS**

*Local Government Act 1995* Division 3 – Reporting on Activities and Finance Section 6.4 – Financial Report.

*Local Government (Financial Management) Regulation 1996* Part 4 – Financial Reports Regulation 34 requires that:

**34. Financial activity statement report — s. 6.4**

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, 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 relates;

**C21/6002 – STATEMENTS OF FINANCIAL ACTIVITY FOR FEBRUARY 2021 (REC)  
(ATTACHMENTS)**

- (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.*
- (2) *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 subregulation (1)(d); and*
  - (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity may be shown —*
  - (a) *according to nature and type classification; or*
  - (b) *by program; or*
  - (c) *by business unit.*
- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (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.*
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

The variance adopted by the Council is 10% or \$50,000 whichever is greater.

*Local Government Act 1995* Division 4 – General Financial Provisions Section 6.12; Power to defer, grant discounts, waive or write off debts.

**FINANCIAL IMPLICATIONS****Variances**

Variances are detailed and explained in attachment

[6002H Notes Rate Setting Statement February 2021](#): Notes on Statement of Variances in excess of \$50,000 by Sub-Program.

**STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS**

The impact of Covid-19 on the services provided by the City, the health of the city employees and community itself as well as the financial impacts on the City, State and Federal economy is a significant strategic risk. The City has well developed business continuity plans in place and has enacted the Incident Response Team (IRT) to coordinate and plan the City's response to the Covid-19 crisis.

**C21/6002 – STATEMENTS OF FINANCIAL ACTIVITY FOR FEBRUARY 2021 (REC)  
(ATTACHMENTS)**

**POLICY IMPLICATIONS**

The format of the Statements of Financial Activity as presented to the Council and the reporting of significant variances is undertaken in accordance with the Council's Accounting Policy CP-025.

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Not applicable

**CONCLUSION**

The attached financial reports reflect a positive financial position of the City of Melville as at 28 February 2021.

**OFFICER RECOMMENDATION (6002)**

**NOTING**

**That the Council:**

**Notes the Rate Setting Statement and Statements of Financial Activity for the month ending 28 February 2021 as detailed in the following attachments:**

DESCRIPTION	LINK
Statement of Financial Activity By Nature and Type	<a href="#">6002A Statement Nature Type February 2021</a>
Rate Setting Statement by Program	<a href="#">6002B Rate Setting Program February 2021</a>
Rate Setting Statement by Sub-Program	<a href="#">6002C Rate Setting Sub Program February 2021</a>
Representation of Net Working Capital	<a href="#">6002E Net Working Capital February 2021</a>
Reconciliation of Net Working Capital	<a href="#">6002F Reconciliation Net Working Capital February 2021</a>
Notes on Rate Setting Statement reporting on variances of 10% or \$50,000 whichever is greater	<a href="#">6002H Notes Rate Setting Statement February 2021</a>
Summary of Rates Debtors	<a href="#">6002L Summary Rate Debtors February 2021</a>
Graph Showing Rates Collections	<a href="#">6002M Rates Collections Graph February 2021</a>
Summary of General Debtors aged 90 Days Old or Greater	<a href="#">6002N General Debtors Aged 90days February 2021</a>

15. EN BLOC ITEMS
16. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
17. MOTIONS WITHOUT NOTICE BY ABSOLUTE MAJORITY OF THE COUNCIL
18. IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED
19. CLOSURE