



**MINUTES
OF THE
ORDINARY MEETING OF THE COUNCIL
HELD ON
TUESDAY 17 NOVEMBER 2015
AT 6.30PM IN THE COUNCIL CHAMBERS
MELVILLE CIVIC CENTRE**

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MINUTES OF THE ORDINARY MEETING OF THE COUNCIL HELD IN THE COUNCIL CHAMBERS, MELVILLE CIVIC CENTRE, 10 ALMONDBURY ROAD, BOORAGOON, COMMENCING AT 6.30PM ON TUESDAY, 17 NOVEMBER 2015.

1. OFFICIAL OPENING

The Presiding Member welcomed those in attendance to the meeting and declared the meeting open at 6:30pm. Mr J Clark, A/Executive Manager Legal Services, read aloud the Disclaimer that is on the front page of these Minutes and then His Worship the Mayor, R Aubrey, read aloud the following 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 Standing Orders to ensure the efficient, effective and orderly decision making within this forum.

2. PRESENT

His Worship the Mayor R Aubrey

COUNCILLORS

Cr C Schuster (Deputy Mayor)
Cr J Barton, Cr G Wieland
Cr C Robartson, Cr M Woodall
Cr R Aubrey, Cr D Macphail
Cr P Phelan, Cr L O'Malley
Cr N Foxton, Cr T Barling

WARD

Applecross/Mount Pleasant
Bicton/Attadale
Bull Creek/Leeming
City
Palmyra/Melville/Willagee
University

3. IN ATTENDANCE

Dr S Silcox	Chief Executive Officer
Ms K Johnson	A/Director Corporate Services
Ms C Young	Director Community Development
Mr J Christie	Director Technical Services
Mr S Cope	Director Urban Planning
Mr P Prendergast (Until 7.35pm)	Manager Statutory Planning
Mr B Taylor (until 8.02pm)	Manager Financial Services
Mr J Clark	A/Executive Manager Legal Services
Mr N Fimmano	A/Governance & Compliance Program
	Manager
Ms G Healey-Burgess	Minute Secretary

At the commencement of the meeting there were four members of the public and no members from the Press in the Public Gallery.

4. APOLOGIES AND APPROVED LEAVE OF ABSENCE**4.1 APOLOGIES**

Cr N Pazolli – Applecross/Mount Pleasant Ward

4.2 APPROVED LEAVE OF ABSENCE

Nil.

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.**

Nil.

5.2 DECLARATIONS BY MEMBERS WHO HAVE RECEIVED AND NOT READ THE ELECTED MEMBERS BULLETIN.

Nil.

6. QUESTION TIME**6.1 Mr G Crawford – Attadale**Question

I understand that it is normal practice for Council to deliberate and deal with the allocation of declared operating surplus at the mid-year budget review undertaken in February or March so that any changes in the Council's financial status/position during the 1st half of the current financial year could be taken into account. Also with the electors Annual General Meeting (AGM) to occur December 2nd, I (on behalf of rate payers) ask Council to await input from AGM by holding matter over for deliberation until the Council meeting, following Electors AGM.

Response

The Chief Executive Officer responded by saying that in regards to the rates equalisation reserve, the City can make changes either in the mid-year or any other budget review process, The Council has a reasonably urgent item with the Murdoch Synthetic Turf proposal, which requires one million dollars' worth of investment with Murdoch University.

The Council is being asked for some surplus funds for the short fall in that project, in considering that it would be unfair on Council to consider the matter without understanding the full surplus implications and this is why the matter has been brought forward. It doesn't have any relevance to the Annual General Meeting of Electors.

This is the right decision that has been made in relation to what the City needs to do with the current projects and the time frames that the City is working on.

6.2 Mr M McLerie – BictonQuestion

Does a 1860mm high non permeable fixed wire mesh panel (with aperture of between 13mm and 100mm) constitute adequate pool fencing pursuant to the Building Regulations 2012?

Response

The Chief Executive Officer responded by saying that the City will no longer correspond on this matter, however, if the fence is secured to 1.8 metres high and there are no hand holds or foot holds, it is deemed to be compliant.

7. AWARDS AND PRESENTATIONS

Nil.

8. CONFIRMATION OF MINUTES**8.1 ORDINARY MEETING OF THE COUNCIL – 13 OCTOBER 2015**
Minutes 13 October 2015**COUNCIL RESOLUTION**

At 6:41pm Cr Schuster moved, seconded Cr Robartson –

That the Minutes of the Ordinary Meeting of the Council held on Tuesday, 13 October 2015, be confirmed as a true and accurate record.

At 6:41pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY (12/0)

8.2 NOTES OF AGENDA BRIEFING FORUM – 3 NOVEMBER 2015
Notes 3 November 2015**COUNCIL RESOLUTION**

At 6:41pm Cr Aubrey moved, seconded Cr Wieland–

That the Notes of the Agenda Briefing Forum held on Tuesday, 3 November 2015, be received.

At 6:41pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY (12/0)

8.3 SPECIAL MEETING OF THE COUNCIL – 15 OCTOBER 2015
Minutes 15 October 2015**COUNCIL RESOLUTION**

At 6:42pm Cr Foxton moved, seconded Cr Schuster –

That the Minutes of the Special Meeting of the Council held on Thursday, 15 October 2015, be confirmed as a true and accurate record.

At 6:42pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY (12/0)

8.4 SPECIAL MEETING OF THE COUNCIL – 19 OCTOBER 2015
Minutes 19 October 2015**COUNCIL RESOLUTION**

At 6:42 pm Cr Phelan moved, seconded Cr Wieland –

That the Minutes of the Special Meeting of the Council held on Monday, 19 October 2015, be confirmed as a true and accurate record.

At 6:42pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY (12/0)

8.5 GOVERNANCE COMMITTEE – 3 NOVEMBER 2015**COUNCIL RESOLUTION**

At 6:42pm Cr Aubrey moved, seconded Cr Phelan –

That the Minutes of the Governance Committee Meeting held on Tuesday 3 November 2015 be noted.

NB:

Minutes to be confirmed at next Governance Committee Meeting

At 6:42pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY (12/0)

8.6 FINANCIAL MANAGEMENT, AUDIT, RISK AND COMPLIANCE COMMITTEE – 9 NOVEMBER 2015**COUNCIL RESOLUTION**

At 6:43pm Cr Macphail moved, seconded Cr O'Malley –

That the Minutes of the Financial Management, Audit, Risk and Compliance Committee Meeting held on Monday 9 November 2015 be noted.

NB:

Minutes to be confirmed at next Financial Management, Audit, Risk and Compliance Committee Meeting

At 6:43pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY (12/0)

9. DECLARATIONS OF INTEREST**9.1 FINANCIAL INTERESTS**

Nil.

9.2 DISCLOSURE OF INTEREST THAT MAY CAUSE A CONFLICT

Cr Wieland – Item P15/3674 - Retrospective Amendment to Southern Setback of Two Storey Dwelling at Lot 1 (14) Clydesdale Street, Alfred Cove – Interest under the Code of Conduct.

Cr Robartson – Item 18.1 - Proposal for a Donation to the Melville Charitable Fund - Interest under the Code of Conduct.

10. DEPUTATIONS

Nil.

11. APPLICATIONS FOR NEW LEAVES OF ABSENCE

At 6:45pm Cr Aubrey moved, seconded Cr Wieland –

That the applications for leave of absence submitted by Cr Schuster on 17 November 2015 be granted.

At 6:45pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY (12/0)

12. IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED

Confidential Item - P15/3678 – Purchase of 5 and 7 Willcock Street, Ardross and 31 Moreau Mews, Applecross and Sale of 15 Willcock Street, Ardross

The matter is confidential in accordance with section 5.23 (2) (c) of the Local Government Act 1995, a contract entered into, or which may be entered into, by the local government and which relates to a matter to be discussed at the meeting; and (e) a matter that if disclosed would reveal – information that has commercial value to a person; ...where the trade secret or information is held by, or is about, a person other than the local government;...

13. PETITIONS

Nil.

14. ITEM FROM THE GOVERNANCE COMMITTEE MEETING 3 NOVEMBER 2015

The following item from the Governance Committee Meeting of 3 November 2015 requires consideration by the Council.

M15/5452 - RECOGNITION OF ELECTED MEMBERS SERVICES (SMREC)

Ward	: All
Category	: Operational
Subject Index	: Council Administration
Customer Index	: Elected Members
Disclosure of any Interest	: No Officer involved in the preparation of this report has a declarable interest in this matter.
Previous Items	: Not Applicable
Works Programme	: Not Applicable
Funding	: In Accordance with 2015/2016 Budget
Responsible Officer	: Jeff Clark – Governance & Compliance Programme Manager

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 checked="" 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 & 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>

M15/5452 - RECOGNITION OF ELECTED MEMBERS SERVICES (SMREC)**KEY ISSUES / SUMMARY**

- Correspondence has been received nominating former Councillor Mark Reynolds for the '**City of Melville Award for Distinguished Service to the Council**'.
- Council's consideration of the nomination is required.

BACKGROUND

Correspondence has been received from Councillor Patricia Phelan nominating former Councillor Mark Reynolds for the 'City of Melville Award for Distinguished Service to the Council'.

In her submission, Cr Phelan advises that former Councillor Mark Reynolds has served with fidelity, respect and integrity in his role as a Councillor, Deputy Mayor and delegate on the Western Australian Local Government Association (WALGA) for the City.

It is recognised that most Councillors work diligently within their role, however, there are a few who go well beyond their ordinary responsibilities and the Council can honour these otherwise "quiet achievements" that have taken place over many years of service to the community.

Apart from his tireless service to his Ward and the City through the expected and obligatory responsibilities, former Councillor Reynolds has gone beyond those expectations over the years with his voluntary involvement in Regional and WALGA committees and working groups to achieve the best outcomes for the residents of the City of Melville.

DETAIL

A nomination outlining the achievements of former Councillor Mark Reynolds will be tabled at the Governance Committee Meeting. The nomination has been supported by Cr Phelan, Cr Macphail and Cr Schuster.

STAKEHOLDER ENGAGEMENT**I. COMMUNITY**

There has not been any consultation conducted with the Community as this is a matter for the Council to decide.

II. OTHER AGENCIES / CONSULTANTS

No consultation has taken place with other Agencies/Consultants as this is a matter for the Council to decide.

M15/5452 - RECOGNITION OF ELECTED MEMBERS SERVICES (SMREC)**STATUTORY AND LEGAL IMPLICATIONS**

There are no Statutory or Legal implications

FINANCIAL IMPLICATIONS

The financial implications would be in accordance with Council Policy CP-015 - Recognition of Elected Member Services and included in the 2015/2016 Budget.

STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS

There are no identifiable strategic, risks or environmental management implications.

POLICY IMPLICATIONS

The objectives of Council Policy CP-015 - Recognition of Elected Member Services, is to recognise the contribution made by Elected Members to the City of Melville and also advises the following options available to recognise the services of current and past Elected Members

“Past & Serving Elected Members

Members shall be recognised for distinguished service to the City of Melville as determined by the Governance Committee by receiving the **‘City of Melville Award for Distinguished Service to the Council’**.

The selection process is as follows:

- a) A nomination is to be accompanied with a written submission to the Chief Executive Officer detailing the reasons why the person is worthy of the award and is to be signed by at least three members of the Council.
- b) The award is to be made on the basis of the person’s service as an Elected Member of the Council.
- c) The Governance Committee will consider nominations for the Distinguished Service Award and make a recommendation to the Council on the merit of the nomination.
- d) The decision to make the Award must be supported by a Special Majority of the Council (i.e. 75% of the number of offices of the Council).”

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

The Council can resolve to decline the nomination and not present the Distinguished Service Award.

M15/5452 - RECOGNITION OF ELECTED MEMBERS SERVICES (SMREC)**CONCLUSION**

This nomination is submitted for the Governance Committee to recommend for Council consideration and adoption.

5452 Mark Reynolds**OFFICER RECOMMENDATION AND COMMITTEE RESOLUTION (5452) APPROVAL**

At 6.09pm Cr Phelan moved, seconded Cr Schuster –

That the Governance Committee recommend to the Council that the nomination received for former Councillor Mark Reynolds to be presented with the 'City of Melville Award for Distinguished Service to the Council', be approved.

At 6.14pm the Presiding Member submitted the motion, which was declared
CARRIED UNANIMOUSLY (7/0)

COMMITTEE RECOMMENDATION (5452)

At 6:47pm Cr Phelan moved, seconded Cr Schuster –

That the Council approves the Governance Committee's recommendation that former Councillor Mark Reynolds be presented with the 'City of Melville Award for Distinguished Service to the Council'.

Amendment

The following amendment was accepted by the mover and seconder and incorporated in the recommendation.

That the Council insert the words "by Special Majority decision" in the Committee Recommendation after the word "approves".

COUNCIL RESOLUTION (5452)

That the Council approves *by Special Majority decision* the Governance Committee's recommendation that former Councillor Mark Reynolds be presented with the 'City of Melville Award for Distinguished Service to the Council'.

At 6.49pm the Mayor submitted the substantive motion, as amended, which was declared
CARRIED UNANIMOUSLY BY SPECIAL MAJORITY (12/0)

M15/5452 - RECOGNITION OF ELECTED MEMBERS SERVICES (SMREC)Reason for Amendment

The Council Policy CP-015 Recognition of Elected Member Services requires a Special Majority for the award of the City of Melville Award for Distinguished Service to the Council which was not noted in the Committee Recommendation..

15. ITEM FROM THE FINANCIAL MANAGEMENT, AUDIT, RISK AND COMPLIANCE COMMITTEE HELD ON 9 NOVEMBER 2015

The following item from the Financial Management, Audit, Risk and Compliance Committee Meeting of 9 November 2015 requires consideration by the Council.

**C15/5450 - CITY OF MELVILLE ANNUAL FINANCIAL STATEMENTS FOR 2014/2015
(AMREC) (ATTACHMENT)**

Ward	: All
Category	: Operational
Subject Index	: City of Melville Annual Financial Statements
Customer Index	: Not Applicable
Disclosure of any Interest	: No Officer involved in the preparation of this Annual Financial Statements has a declarable interest in this matter.
Previous Items	: Item C14/6076 – City of Melville Annual Financial Statements 2013/2014 – 10 November 2014
Funding	: Not Applicable
Responsible Officers	: Khris Yeoh Senior Financial Accountant

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 checked="" 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 & 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>

**C15/5450 - CITY OF MELVILLE ANNUAL FINANCIAL STATEMENTS FOR 2014/2015
(AMREC) (ATTACHMENT)****KEY ISSUES / SUMMARY**

- This report presents the 2014/2015 Annual Financial Statements and the Audit Completion Report, including the Proposed Independent Auditor's unqualified report prepared by the City's independent external auditor, in respect of those Financial Statements and recommends that after review and discussion with the City's Auditors the Committee recommends acceptance to the Council.
- The overall closing funds/unrestricted cash amount available to be carried forward to 2015/2016 as per the Rate Setting Statement, after taking into account Capital Expenditure and Reserve Transfers for the 2014/2015 financial year was \$4,484,867. This is \$4,234,867 more than the \$250,000 opening funds required to balance the 2015/2016 budget. This surplus will be addressed during the 2015/2016 mid-year budget review and when setting the budget for 2016/2017.
- The balance in the City's Reserve accounts for 30 June 2015 was \$95,757,355, which represents an increase of \$13,730,057 over 2013/2014.
- The City's Land and Building assets including investment properties was revalued by an independent valuer in 2014/2015, resulting in a net increase of \$448,100,329.

BACKGROUND

In accordance with Section 5.53(1) of the *Local Government Act 1995* (the Act), a local government is required to prepare an Annual Report for each financial year. Section 5.54 of the Act requires that the Annual Report (which includes the financial report for the year) be accepted by the Local Government no later than 31 December for the previous financial year. Section 5.27 requires the Annual Report be accepted prior to the Annual Meeting of Electors. The Community Annual Report, including the abridged audited Annual Financial Statements, will be presented to Council at the Ordinary Council Meeting on Tuesday 17 November 2015.

This report is the vehicle whereby the Council will have presented for acceptance the full Annual Financial Statements for the 2014/2015 after consideration by the Financial Management, Audit, Risk and Compliance Committee (FMARCC). The Council is required to accept the full Annual Financial Statements as per Section 6.4(2) of the Act. Electors will be made aware that in addition to the Community Annual Report, which includes the abridged set of the Annual Financial Statements, the complete Annual Financial Statements will be available on request.

The Community Annual Report for 2014/2015 (including the Annual Financial Statements) requires acceptance by the Council prior to the Annual General Meeting of Electors to be held on Wednesday, 2 December 2015. The completed published document will be presented to the Council in time for the Annual General Meeting of Electors.

**C15/5450 - CITY OF MELVILLE ANNUAL FINANCIAL STATEMENTS FOR 2014/2015
(AMREC) (ATTACHMENT)****DETAIL**

Section 5.53 of the Act requires the Annual Report to contain, among other things, the financial report for the financial year under review.

This financial report which is titled City of Melville 2014/2015 Annual Financial Statements has been prepared and includes the following:

1. Variances Report on Rate Setting Statement [5450A](#)
2. Audited Annual Financial Statements (including):
[5450 Annual Financial Statements 2014-2015](#)
 - a. Independent Auditor's Report
 - b. Statement by the Chief Executive Officer
 - c. Management Representation Letter
 - d. Statements of Comprehensive Income by Nature or Type
 - e. Statements of Comprehensive Income by Program
 - f. Statement of Financial Position
 - g. Statement of Changes in Equity
 - h. Statement of Cash Flows
 - i. Rate Setting Statement
 - j. Notes to and Forming Part of the Annual Financial Statements

The 2014/2015 Annual Financial Statements shows a positive end to the 2014/2015 financial year for the City, with an overall surplus of \$4,484,867. This is \$4,234,867 more than the \$250,000 budgeted to balance the 2015/2016 budget. This surplus will be addressed during the 2015/2016 mid-year budget review and when setting the budget for 2016/17. A brief analysis of the significant variances which contributed to this positive position is included in the Variance Report on Rate Setting Statement Attachment [5450A](#).

The financial outcomes for the year are specified in the Audited Annual Financial Statements and are summarised in the Financial Implications section of this report.

The Independent Auditor's Report provides an unqualified audit opinion in respect to the 2014/2015 Annual Financial Statements.

STAKEHOLDER ENGAGEMENT**I. COMMUNITY**

No external public consultation has been carried out.

**C15/5450 - CITY OF MELVILLE ANNUAL FINANCIAL STATEMENTS FOR 2014/2015
(AMREC) (ATTACHMENT)****II. OTHER AGENCIES / CONSULTANTS**

The Council's independent external auditors Grant Thornton Australia have audited the 2014/2015 Annual Financial Statements.

Grant Thornton Australia, the City's external independent auditors will be attending the Financial Management, Audit, Risk and Compliance Committee (FMARCC) meeting to discuss the Audit Completion Report including the Proposed Independent Auditor's unqualified report prepared by them.

STATUTORY AND LEGAL IMPLICATIONS

Section 5.53 of the Act headed "Annual reports" specifies that:-

"(1) The local government is to prepare an annual report for each financial year and that.

(2) The annual report is to contain... (f) the financial report for the financial year; ..."

Section 5.54 of the Act headed "Acceptance of annual reports" specifies that the Annual Report for the financial year is to be accepted by the Local Government no later than 31 December after that financial year.

Section 5.27 of the Act specifies that a General Meeting of Electors is to be held within fifty-six (56) days after the local government accepts the Annual Report for the previous financial year.

Section 5.94 of the Act provides that *"a person can attend the office of a local government during office hours and, unless it would be contrary to section 5.95, inspect, free of charge, in the form or medium in which it is held by the local government and whether or not it is current at the time of inspection — ... (c) any annual report;"*

Section 6.4 of the Act headed "Financial report" specifies that:-

"(1) A local government is to prepare an annual financial report for the preceding financial year and such other financial reports as are prescribed.

(2) The financial report is to —

(a) be prepared and presented in the manner and form prescribed; and

(b) contain the prescribed information.

(3) By 30 September following each financial year or such extended time as the Minister allows, a local government is to submit to its auditor —

(a) the accounts of the local government, balanced up to the last day of the preceding financial year; and

(b) the annual financial report of the local government for the preceding financial year."

The Annual Financial Statements have been prepared in accordance with all relevant legal requirements and accounting standards.

**C15/5450 - CITY OF MELVILLE ANNUAL FINANCIAL STATEMENTS FOR 2014/2015
(AMREC) (ATTACHMENT)****FINANCIAL IMPLICATIONS**

The net result for the 2014/2015 financial year was an operating surplus of \$37.4 million on total operating revenues of \$112.63 million, operating expenses of \$93.96 million, non-operating revenues of \$3.7 million, increase in equity from the City's joint venture with Southern Metropolitan Regional Council of \$0.81 million and the revaluation of the City's investment properties of \$14.17 million.

As required under the Accounting Standards and *Local Government Act 1995* a major revaluation for fair valuation was undertaken in 2014/2015 for all of the City's Land and Building assets including investment properties. This resulted in an increase in revaluation values of \$392.66 million for the City's Land assets and \$55.44 million for the City's Building assets. These sharp increases are the result of the valuation methods used by the valuers (APV) as required under the new accounting standards that came into place in 2012/2013. These changes were implemented over a three year period as approved under legislation whereby the City's assets was broken down into three separate categories (plant and equipment, infrastructure and land and buildings) and each class had to be revalued on a triennial basis. This has resulted in the current fair valuation of land assets being valued at its highest and best use. Previous accounting standards for valuation took into account the current use of the land asset and discounted the values accordingly for community purposes. The valuation of the City's buildings has also increased significantly as this is based on the current replacement cost adjusted for remaining useful life.

An annual desktop valuation verified by independent third parties was also undertaken for the City's Infrastructure assets for fair valuation, which resulted in an increase in revaluation values of \$27.75 million.

The Rate Setting Statement reveals an overall unrestricted cash amount / surplus available to be carried forward of \$4,484,867, after taking into account capital expenditures, reserve account transfers and the reversal of non-cash items such as asset depreciation. The City budgeted for a \$250,000 opening funds surplus for the 2014/2015 financial year when setting the budget for 2014/2015 resulting in an unallocated opening funds surplus of \$4,234,867. The use of this surplus will be addressed during the 2015/2016 mid-year budget review and when setting the budget for 2016/2017.

The balance of the City's cash backed Reserve accounts for 30 June 2015 was \$95,757,355, which represents an increase of \$13,730,057 over 2013/2014 levels. This is due mainly to:

- Interest earnings of \$3.41 million on reserve account balances;
- 50 percent advanced payment received for the Federal Assistance Grant of \$1,673,608;
- The net sale proceeds from the sale of 21 Weld Road, Palmyra of \$1,349,245;
- 2013/2014 Surplus funds of \$1,316,790 set aside for the Rates Equalisation Reserve;
- Savings from Waste operations of \$1,081,856;
- The City writing back \$1.05 million worth of Collateralised Debt Obligations (CDO) investments as a result of maturity or the CDO's being unwound; and
- An increase in the actual reserve transfers that was set during the budget.

**C15/5450 - CITY OF MELVILLE ANNUAL FINANCIAL STATEMENTS FOR 2014/2015
(AMREC) (ATTACHMENT)**

The net effect is that the cash/investment backed value of the City's longer term reserve accounts increased by \$13,366,353, from \$75,888,340 to \$89,254,693 (excluding carry forward works and unexpended tied grants).

The overall financial performance for the City as reported in the Annual Financial Statements and the accompanying notes is positive. The seven financial ratios for 2014/2015 have improved over 2013/2014 levels. All of the City's financial ratios continue to perform above the recommended benchmark set by the Department of Local Government (DLG) as shown below:

FINANCIAL RATIOS (Higher Better)		DLG Recommended Minimum Standard*	2014 / 2015	2013 / 2014	Comments
Current Ratio	Ability to meet short-term financial obligations out of unrestricted current assets	1.00	1.699	1.224	Ratio has improved due to increased balances in current assets from higher cash holdings.
Asset Sustainability Ratio	Extent to which assets are being replaced as they reach the end of their useful lives	0.9 - 1.1	1.452	1.195	Ratio has improved due to increased capital expenditure on renewals and replacement of existing assets.
Debt Service Cover Ratio	Ability to produce enough cash to cover debt payments	5.00	76.160	44.224	Ratio has improved significantly due to the City's exposure to debt remaining very minimal when compared to operating revenue levels which continues to increase.
Operating Surplus Ratio	Ability to cover operational costs and have revenues available for capital funding or other purposes	0.15	0.182	0.123	Ratio has improved due to increased Operating Revenues.
Own Source Revenue Coverage Ratio	Ability to cover costs through own taxing and revenue	0.90	1.139	1.080	Ratio has improved due to increased own source revenues, mainly in rates revenue.
Asset Consumption Ratio	Extent to which depreciable assets have been consumed	0.6 - 0.75	0.683	0.619	Ratio has improved due to the City continuing to invest in its asset renewals.
Asset Renewal Funding Ratio	Ability to fund projected asset renewals / replacements in the future	0.95	0.998	0.998	Ratio remains unchanged as the City's planned capital renewals and the required capital expenditure for the next 10 years remains unchanged, as highlighted in the Long Term Financial Plan.

*These are the advanced standards set by the Department of Local Government Operational Guidelines on Financial Ratios.

**C15/5450 - CITY OF MELVILLE ANNUAL FINANCIAL STATEMENTS FOR 2014/2015
(AMREC) (ATTACHMENT)****STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS**

The increased level of surplus achieved at end of the 2014/2015 financial year will have a positive impact on the opening balance for the next financial year.

POLICY IMPLICATIONS

CP - 025 Accounting Policy – defines the policy relating to the preparation of the Annual Financial Statements.

CP – 008 Financial Sustainability - Forward Financial Planning and Funding Allocation.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Should the Annual Report (including the Annual Financial Statements) not be adopted by the Council, this would delay the annual general meeting of electors until such time as it is adopted.

CONCLUSION

The 2014/2015 Annual Financial Statements have been completed and a short form version will be included in the Community Annual Report for 2014/2015, with the full set of financial statements being made available on the City's web-site, at its five libraries, the Civic Centre and in printed form upon request.

An unqualified auditor's report was received following the final audit. This report will be discussed by the auditors with the FMARCC at its meeting to be held on 9 November 2015, following which the 2014/2015 Community Annual Report will be presented to the Council for acceptance.

The Annual Financial Statements are presented to the Committee for noting and for recommendation to the Council for acceptance (along with the Community Annual Report for 2014/2015 that will be submitted to the Council) by absolute majority decision.

**C15/5450 - CITY OF MELVILLE ANNUAL FINANCIAL STATEMENTS FOR 2014/2015
(AMREC) (ATTACHMENT)****OFFICER RECOMMENDATION AND COMMITTEE RESOLUTION (5450) APPROVAL**

At 7:04pm Cr Wieland moved, seconded Cr Schuster –

That the Financial Management, Audit, Risk and Compliance Committee:

- 1. Notes the City of Melville 2014/2015 Annual Financial Statements, the Independent External Auditor's Audit Completion Report and Independent External Auditor's Unqualified Audit Report.**
- 2. Recommends to the Council -**

**That the Council, by Absolute Majority Decision, accepts the City of Melville 2014/2015 Annual Financial Statements and the Independent External Auditor's Unqualified Audit Report component of the 2014/2015 Community Annual Report as contained in attachment
[5450 Annual Financial Statements 2014-2015.](#)**

Footnote:

When the Council accepts the Annual Financial Statements and the Independent External Auditor's Unqualified Audit Report as attached to this report, the short form version of the Annual Financial Statements and Auditor's Report will be included in the Community Annual Report following consideration of and decision on item C15/5438 of the 17 November 2015 Ordinary Meeting of Council.

At 7:04pm the Presiding Member submitted the motion, which was declared

CARRIED UNANIMOUSLY (6/0)

**C15/5450 - CITY OF MELVILLE ANNUAL FINANCIAL STATEMENTS FOR 2014/2015
(REC) (ATTACHMENT)****COUNCIL RESOLUTION (5450)****ABSOLUTE MAJORITY**

At 6.50pm Cr Macphail, moved, seconded Cr Wieland –

That the Council, by Absolute Majority Decision, accepts the City of Melville 2014/2015 Annual Financial Statements and the Independent External Auditor's Unqualified Audit Report component of the 2014/2015 Community Annual Report as contained in attachment [5450 Annual Financial Statements 2014-2015](#).

At 6.50pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY (12/0)

16. REPORTS OF THE CHIEF EXECUTIVE OFFICER

The Presiding Member advised Elected Members that when dealing with the following Reports they act in their Quasi-Judicial capacity which means that they are performing functions which involve the exercise of discretion and require the decision making process be conducted in a Judicial Manner. The judicial character arises from the obligation to abide by the principles of natural justice and requires the application of the relevant facts to the appropriate statutory regime.

P15/3674 - RETROSPECTIVE AMENDMENT TO TWO STOREY DWELLING AT LOT 1 (14) CLYDESDALE STREET, ALFRED COVE (REC) (CONFIDENTIAL ATTACHMENT)

Disclosure of Interest

Item No.	P15/3674
Member	Cr G Wieland
Type of Interest	Interest under the Code of Conduct
Nature of Interest	Works in the same emergency service as the owner
Request	To leave the meeting
Decision of Council	Not Applicable

At 6.52pm having declared an interest in the item Cr Wieland left the meeting.

Ward	: Bicton-Attadale
Category	: Operational
Application Number	: DA-2015-866
Property	: Lot 1 (14) Clydesdale Street, Alfred Cove
Proposal	: Two Storey Single Dwelling
Applicant	: Mr David Hill
Owner	: Mr John Reay
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
Previous Items	: Nil

**P15/3674 - RETROSPECTIVE AMENDMENT TO TWO STOREY DWELLING AT LOT 1 (14)
CLYDESDALE STREET, ALFRED COVE (REC) (CONFIDENTIAL ATTACHMENT)**

AUTHORITY / DISCRETION

DEFINITION

<input type="checkbox"/>	Advocacy	<i>when 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 & policies.</i>
<input type="checkbox"/>	Review	<i>when Council review decisions made by Officers.</i>
<input checked="" type="checkbox"/>	Quasi-Judicial	<i>when 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>

**P15/3674 - RETROSPECTIVE AMENDMENT TO TWO STOREY DWELLING AT LOT 1 (14)
CLYDESDALE STREET, ALFRED COVE (REC) (CONFIDENTIAL ATTACHMENT)****KEY ISSUES / SUMMARY**

- Retrospective planning approval is sought for an amendment to the southern setback of an approved two storey single dwelling at Lot 1 (14) Clydesdale Street, Alfred Cove.
- Construction of the approved two storey dwelling is nearing completion.
- In May of this year it was brought to the City's attention that the dwelling had not been constructed in accordance with the approved plans, specifically the setback of the southern wall was less than that approved and an additional window opening had been inserted to the upper floor.
- In view of the breach of planning approval, and in accordance with the City's compliance protocols, the applicant has submitted the subject retrospective planning application to seek to legitimise the building as constructed.
- The retrospective development application was advertised in accordance with the R Codes and Council Policy and an objection was received. In view of the objection, the details of the retrospective planning application were referred to the Development Advisory Unit (DAU) for consideration. The DAU recommended approval of the development as constructed subject to a condition to insert obscure fixed glazing to the new upper floor window. A request was received from a resident to call the matter up to a meeting of the Council for final consideration and decision. In accordance with Council Policy CP-056 Planning Process and Decision Making, this request was agreed to given that it highlighted an inconsistency in the DAU report.
- The development has been assessed against the Design Principles of the R-Codes in relation to the reduced setback to the southern boundary and the potential for overlooking from the new window opening to the adjoining property to the south. A condition of planning approval is recommended to be imposed to require this element of the development to comply with the visual privacy requirements of the R-Codes, and ensure that the window is fitted with obscure glazing and is of fixed design.
- The impact of the reduced side setback has been assessed against the relevant R Code provisions. It is recommended that the dwelling can be retained as constructed as it is considered that the works do not prejudice the amenity of the adjoining property or the streetscape. It is recommended that the application be approved subject to conditions.

**P15/3674 - RETROSPECTIVE AMENDMENT TO TWO STOREY DWELLING AT LOT 1
(14) CLYDESDALE STREET, ALFRED COVE (REC) (CONFIDENTIAL ATTACHMENT)**



BACKGROUND

Planning Approval for the residence was initially granted on 5 January 2015.

In May 2015, the City was made aware of concerns that the development was not being constructed in accordance with the approved plans. This was confirmed to be correct, resulting in the submission of the subject retrospective planning application.

Scheme Provisions

MRS Zoning	: Urban
CPS 5 Zoning	: Living
R-Code	: R20
Use Type	: Residential
Use Class	: Permitted

**P15/3674 - RETROSPECTIVE AMENDMENT TO TWO STOREY DWELLING AT LOT 1 (14)
CLYDESDALE STREET, ALFRED COVE (REC) (CONFIDENTIAL ATTACHMENT)**

Site Details

Lot Area	: 492 sqm
Retention of Existing Vegetation	: Not applicable
Street Tree(s)	: Yes-to be retained
Street Furniture (drainage pits etc)	: Not applicable
Site Details	: Refer photo above

3674 Site And Elevation Plans 14 Clydesdale

DETAIL

The retrospective planning application essentially refers to the southern side elevation of the structure as constructed. The remainder of the dwelling has been constructed in accordance with the approved plans.

The southern elevation has been assessed against all of the relevant provisions of CPS5, the Deemed to Comply provisions of the R-Codes and applicable Council Policies.

The development satisfies all of these requirements with the exception of those matters listed below:

R-Code Requirements

Development Requirement	Deemed to Comply	Proposed	Comments	Delegation to approve variation
Southern boundary lot setback	Ground Floor: 1m First floor: 1.2m	First & Second Floors 0.969 m	Requires assessment using Design Principles	Development Advisory Unit (DAU)
Visual Privacy	Major openings to habitable rooms other than bedrooms and studies – 6m	4m	Requires assessment using Design Principles	MSP

**P15/3674 - RETROSPECTIVE AMENDMENT TO TWO STOREY DWELLING AT LOT 1 (14)
CLYDESDALE STREET, ALFRED COVE (REC) (CONFIDENTIAL ATTACHMENT)**

STAKEHOLDER ENGAGEMENT

I. COMMUNITY

Advertising Required: Yes
Neighbour's Comment Supplied: Yes
Reason: In accordance with R-Codes and Council Policy
Support/Object: One objection received

Affected Property	Summary of Submission	Support/Objection	Officer's Comment	Action (Condition/ Uphold/ Not Uphold)
1	As the variation is retrospective, the reduced setback has an adverse bulk impact on the submitter's property.	Object	As the majority of the wall in question abutts the garage wall of the adjoining property to the south, any adverse impact is mitigated.	Not uphold
2	The submitter also raised concerns regarding privacy and overshadowing.	Object	The development has been assessed and meets the Deemed-to-Comply provisions of the R-Codes in relation to solar access for adjoining sites. The introduction of an additional window is deemed to be acceptable subject to the window having obscure glass installed, and to it being of fixed, non opening design. A condition of planning approval to that effect is recommended.	Not uphold

**P15/3674 - RETROSPECTIVE AMENDMENT TO TWO STOREY DWELLING AT LOT 1 (14)
CLYDESDALE STREET, ALFRED COVE (REC) (CONFIDENTIAL ATTACHMENT)**

II. OTHER AGENCIES / CONSULTANTS

No consultation with other agencies / consultants is required in this instance.

STATUTORY AND LEGAL IMPLICATIONS

Should the Council refuse the application for planning approval, the applicant will have the right to have the decision reviewed by the State Administrative Tribunal (SAT) in accordance with part 14 of the *Planning and Development Act 2005*.

FINANCIAL IMPLICATIONS

There are no financial implications for the City associated with this application.

STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS

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

POLICY IMPLICATIONS

The application is considered to satisfy all of the relevant provisions of Council's policies.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

The application is recommended for approval for the reasons outlined in the Comment section below. 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.

**P15/3674 - RETROSPECTIVE AMENDMENT TO TWO STOREY DWELLING AT LOT 1 (14)
CLYDESDALE STREET, ALFRED COVE (REC) (CONFIDENTIAL ATTACHMENT)**

COMMENT

This application is presented to the Council for consideration and determination as it relates to a retrospective development approval against which concerns have been expressed in a submission received. The details of the application were referred to the DAU, which recommended that the development should be approved. Subsequent to this, and in accordance with Council Policy CP-056 'Planning Process and Decision Making', a request that this matter be called up to a meeting of the Council was received. This request was approved by the Acting Chief Executive Officer.

The development was initially approved under delegation with a side setback of 1.125m. This meant that the upper floor of the building was to be 7.5cm closer to its boundary than is recommended by the deemed to comply provisions of the R Codes. This was considered to be acceptable due to its very minor nature.

Retrospective approval is now sought for a side setback as built of 0.969m, which in respect of the upper floor means that the building is 23.1cm closer to the boundary than is recommended by the deemed to comply provisions, and 15.6cm closer than was initially approved. The ground floor has been constructed 3.1cm closer than the deemed to comply requirement.

The key issue in dealing with the current retrospective application is therefore whether the additional setback variation can be accommodated without giving rise to any adverse amenity impacts for the occupiers of the adjoining property to the south. To assess this, reference must be made to the relevant design principles of the R Codes, in this case, Clause 5.1.3 of the R Codes applies.

The development as constructed is considered to satisfy these Design Principles as:

- The impact of the setback is mitigated as the bulk of the length of the wall abuts the garage wall of the adjoining property. Whilst a small portion of the wall abuts the rear garden area of the adjoining property, no adverse impacts are anticipated given the wall will not restrict access to direct sunlight or ventilation for occupiers of that property.
- The wall does not compromise the overshadowing requirements of the R-Codes.
- Subject to the imposition of a condition of planning approval to require the insertion of fixed obscure glazing in the secondary lounge window, the development complies with overlooking requirements of the R-Codes.

CONCLUSION

On the basis that the wall as constructed can be retained without compromise to the relevant design principles of the R Codes, and without prejudice to the amenity provisions of Community Planning Scheme No.5 (CPS5), it is recommended that conditional planning approval is granted.

**P15/3674 - RETROSPECTIVE AMENDMENT TO TWO STOREY DWELLING AT LOT 1 (14)
CLYDESDALE STREET, ALFRED COVE (REC) (CONFIDENTIAL ATTACHMENT)****OFFICER RECOMMENDATION (3674)****APPROVAL**

At 6:53pm Cr Robartson moved, seconded Cr Barton –

That the Council approve the retrospective planning application for an amendment to the approved two storey single dwelling at Lot 1 (14) Clydesdale Street, Alfred Cove, subject to the following conditions:

- 1. All stormwater generated on site is to be retained on site.**
- 2. The development shall be serviced by a concrete or brick paved vehicle crossover with a maximum width of 6m and located a minimum of 2m away from the outside of the trunk of any street tree (add in 1m from light pole etc if applicable). The crossover is to be constructed prior to the initial occupation of the development in accordance with the City's specifications to the satisfaction of the Manager Statutory Planning.**
- 3. The street tree/s to be retained within the verge are to continue to be protected through the installation of a Tree Protection Zone (TPZ) in accordance with Condition No 3 of planning approval reference DA-2014-1470, as dated 5 January 2015.**
- 4. Prior to the initial occupation of the development, the opening along the southern side of the Lounge/Landing (as marked in RED on the approved plans) shall have installed, fixed obscure screening to a minimum height of 1.6 metres above the finished floor level. The screening measures must thereafter be retained in perpetuity to the ongoing satisfaction of the Manager Statutory Planning.**

Amendment

At 6:52 pm Cr Schuster moved, seconded Cr Aubrey –

That the Council:

- 1. Amends part 4 of the recommendation by deleting the words "a minimum height of 1.6 metres above the finished floor level" and replacing these words with " the full glass area of the window"; and,***
- 5. Notes the installation of obscure glazing in the three north facing windows at issue in this matter***
- 6. In the event this application is approved with Conditions, the Council requests the Chief Executive Officer to write to both the property owner and the builder indicating the City's deep concern with such obvious and clear breaches of the planning approval system as occurred here, and pointing out the range of penalties that could apply if a successful prosecution was pursued.***

At 6:59pm the Mayor submitted the amendment which was declared carried.

CARRIED UNANIMOUSLY (11/0)

**P15/3674 - RETROSPECTIVE AMENDMENT TO TWO STOREY DWELLING AT LOT 1 (14)
CLYDESDALE STREET, ALFRED COVE (REC) (CONFIDENTIAL ATTACHMENT)****COUNCIL RESOLUTION (3674)****APPROVAL**

That the Council approve the retrospective planning application for an amendment to the approved two storey single dwelling at Lot 1 (14) Clydesdale Street, Alfred Cove, subject to the following conditions:

1. All stormwater generated on site is to be retained on site.
2. The development shall be serviced by a concrete or brick paved vehicle crossover with a maximum width of 6m and located a minimum of 2m away from the outside of the trunk of any street tree (add in 1m from light pole etc if applicable). The crossover is to be constructed prior to the initial occupation of the development in accordance with the City's specifications to the satisfaction of the Manager Statutory Planning.
3. The street tree/s to be retained within the verge are to continue to be protected through the installation of a Tree Protection Zone (TPZ) in accordance with Condition No 3 of planning approval reference DA-2014-1470, as dated 5 January 2015.
4. Prior to the initial occupation of the development, the opening along the southern side of the Lounge/Landing (as marked in RED on the approved plans) shall have installed, fixed obscure screening to the full glass area of the window"; and, the screening measures must thereafter be retained in perpetuity to the ongoing satisfaction of the Manager Statutory Planning.
5. Notes the installation of obscure glazing in the three north facing windows at issue in this matter.
6. In the event this application is approved with Conditions, the Council requests the Chief Executive Officer to write to both the property owner and the builder indicating the City's deep concern with such obvious and clear breaches of the planning approval system as occurred here, and pointing out the range of penalties that could apply if a successful prosecution was pursued.

At 6.59pm the Mayor submitted the substantive motion, as amended, which was declared
CARRIED UNANIMOUSLY (11/0)

Reasons for Amendment

Cr Schuster provided the following reasons in support of the amendment.

1. As I mentioned at the ABF on 3 November, the window in question was a brick wall in the original planning approval –in this light, if it is to be approved retrospectively I believe it is appropriate for the entire window to be obscured by suitable screening materials; and,
2. I was surprised to find out that in the few cases where approvals are so obviously disregarded, as in this case the approval appears to be, that the City does not formally communicate with the builder and the owner pointing out the potential implications of their actions, in the hope it may not recur.

At 7.01pm Cr Wieland returned to the meeting.

**P15/3675 - TWO STOREY MIXED USE COMMERCIAL DEVELOPMENT AT LOT 1 (31F)
ARDROSS STREET, APPLECROSS (SMREC) (ATTACHMENT)**

Ward	:	Applecross/Mt Pleasant
Category	:	Operational
Application Number	:	DA-2015-808
Property	:	Lot 1 (31F) Ardross Street, Applecross
Proposal	:	Two storey commercial building
Applicant	:	Sovereign Building Company Pty Ltd
Owner	:	Ms M Trainer
Disclosure of any Interest	:	No Officer involved in the preparation of this report has a declarable interest in this matter.
Previous Items	:	DA-2013-256 DA-2010-1499
Responsible Officer	:	Peter Prendergast Manager Statutory Planning

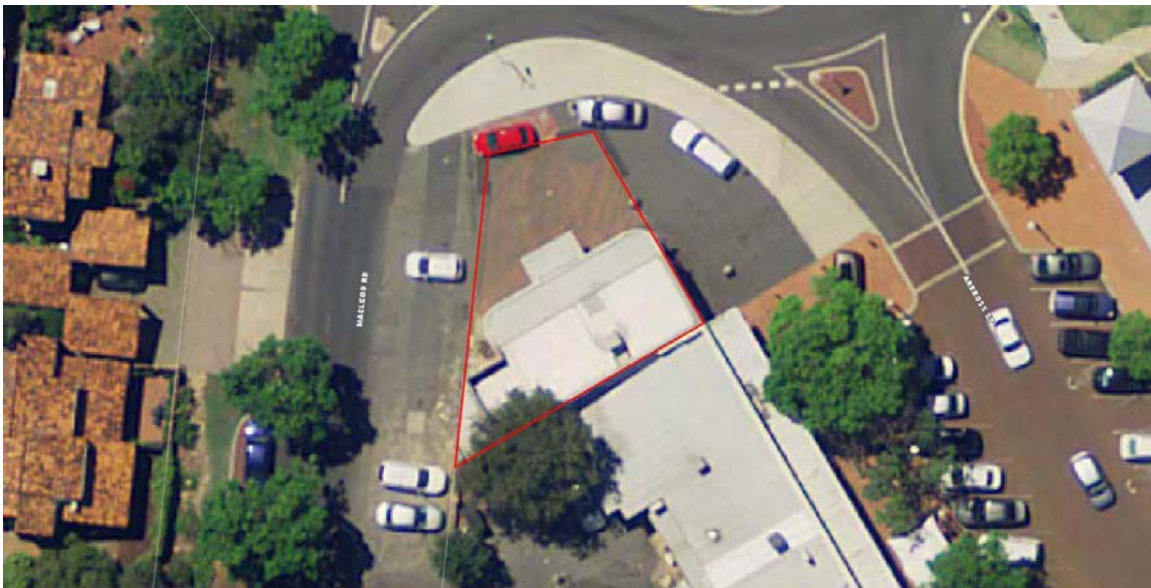
AUTHORITY / DISCRETION

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 & 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 checked="" 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>

**P15/3675 - TWO STOREY MIXED USE COMMERCIAL DEVELOPMENT AT LOT 1 (31F)
ARDROSS STREET, APPLECROSS (SMREC) (ATTACHMENT)****KEY ISSUES / SUMMARY**

- Planning Approval is sought for the construction of a two storey mixed use commercial development at Lot 1 (31F) Ardross Street, Applecross.
- A previous development application (reference DA-2013-256) for a similar proposal was approved by Council on 16 April 2013. The approval lapsed on 16 April 2015.
- The current application proposes the removal of a single residential apartment which was proposed to be located on the third floor of the development as previously approved.
- Notwithstanding the reduction in the scale of the development, the revised proposal requires an exercise of judgement with respect to plot ratio and landscaping.
- In accordance with Community Planning Scheme No.5 (CPS5) and Council Policy, the application was advertised via signs on site and individual letters to adjoining property owners. No submissions were received in relation to plot ratio and landscaping.
- The proposal is considered consistent with the objectives of CPS5 and applicable Council Policies.
- The proposed requires a Special Majority decision of the Council with respect to the proposed plot ratio variation.
- It is recommended that the Council grant approval subject to conditions



**P15/3675 - TWO STOREY MIXED USE COMMERCIAL DEVELOPMENT AT LOT 1 (31F)
ARDROSS STREET, APPLECROSS (SMREC) (ATTACHMENT)****BACKGROUND**

The application site has been subject to a number of development proposals in recent years, including:

- August 1997 – Café/Shop/Office development
- October 1999 – Medical Centre
- June 2000 – Shop
- October 2009 – Office/Shop/Restaurant
- July 2011 – Office/Shop/Residential
- April 2013 – Mixed Use Development

The most recent approval was determined by the Council at its meeting held 16 April 2013. That development included:

- A shop and an office tenancy on the ground floor level, as well as three on-site parking bays and a public toilet;
- An office tenancy on the first floor; and
- A residential apartment on the second floor.

The approval included a plot ratio of 1.476 (347m²) and nil landscaping.

Scheme Provisions

MRS Zoning	: Urban
CPS 5 Zoning	: Community Centre Precinct
R-Code	: R40
Use Type	: Office and Shop
Use Class	: Office - 'P'- Permitted Use Shop – 'P'

Site Details

Lot Area	: 235m ²
Street Tree(s)	: Not applicable
Street Furniture (drainage pits etc)	: Not applicable
Site Details	: Refer to aerial above

DETAIL

The proposal satisfies all of the relevant provisions of CPS5 and Council Policies with the exception of those matters listed below:

[3675 Site And Elevation Plans 31F Ardross Street Applecross](#)

**P15/3675 - TWO STOREY MIXED USE COMMERCIAL DEVELOPMENT AT LOT 1 (31F)
ARDROSS STREET, APPLECROSS (SMREC) (ATTACHMENT)**

CPS5 and Policy Requirements

Development Requirement	Required/ Allowed	Proposed	Comments	Delegation to approve variation
Plot Ratio	0.3 (70m ²)	1.26 (296m ²)	Requires assessment against amenity provisions of Clause 7.8 of CPS5.	Special Majority Decision of Council
Landscaping	10%	Nil	Requires assessment against amenity provisions of Clause 7.8 of CPS5.	Absolute Majority Decision of Council

STAKEHOLDER ENGAGEMENT

I. COMMUNITY

Advertising Required:	Yes
Neighbour's Comment Supplied:	No submissions received
Reason:	In accordance with Clause 7.8 of CPS5
Support/Object:	Not applicable

II. OTHER AGENCIES / CONSULTANTS

No consultation with other agencies / consultants is required in this instance.

STATUTORY AND LEGAL IMPLICATIONS

Should the Council refuse the application for planning approval, the applicant will have the right to have the decision reviewed by the State Administrative Tribunal (SAT) in accordance with part 14 of the *Planning and Development Act 2005*.

FINANCIAL IMPLICATIONS

There are no financial implications for the City associated with this proposal.

STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS

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

**P15/3675 - TWO STOREY MIXED USE COMMERCIAL DEVELOPMENT AT LOT 1 (31F)
ARDROSS STREET, APPLECROSS (SMREC) (ATTACHMENT)****POLICY IMPLICATIONS**

There are no specific policy implications in this case.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

A Special Majority decision of the Council is required with respect to plot ratio. It is noted that Council has previously endorsed development proposals for this site which included variations to plot ratio.

The Council could refuse to grant consent on the grounds that the amendments would result in the development being contrary to the orderly and proper planning of the locality. However, this course of action is not recommended for reasons detailed in support of the application below.

Should the proposal be refused, the Applicant will have a right of appeal to the State Administrative Tribunal.

COMMENT

Planning approval is sought for the construction of a two storey mixed use commercial building at Lot 1 (31F) Ardross Street, Applecross.

Plot Ratio

This application effectively comprises an amendment to the previously approved three storey mixed use development which was considered by Council on 16 April 2015. The main amendments to the plans include:

- The third storey residential component has been removed resulting in reduced height and plot ratio calculations; and
- The Macleod Road elevation has been improved with a greater level of articulation through the inclusion of consistent design elements and large openings.

The reduction in plot ratio will not detract from the solid built form on the subject site which is characterised by being situated on a prominent corner. The design has been supported by the City's Architectural and Urban Design Advisory Panel.

A plot ratio consistent to what is proposed was previously approved by Council in July 2011.

The current application proposes to retain the provision of a public toilet, the landscaping and upgrading of the verge area, a public art contribution and a signage strategy.

**P15/3675 - TWO STOREY MIXED USE COMMERCIAL DEVELOPMENT AT LOT 1 (31F)
ARDROSS STREET, APPECROSS (SMREC) (ATTACHMENT)**

The development as previously approved in July 2011 and April 2013 was similarly characterised by a lack of landscaping within the lot boundary. This lack of landscaping has been compensated via the provision of verge treatments and the significant community benefit of public toilets. It is considered that the stance previously adopted by the Council in support of the variation to Councils requirements be reaffirmed.

The proposed development has been assessed in accordance with the amenity provisions outlined by Clause 7.8 of CPS5 and Council Policy CP-067: Amenity. It is concluded that the details of the proposal are acceptable in this context, notwithstanding the variations sought.

CONCLUSION

Based on the above, the application is considered to adequately satisfy the objectives of CPS5 and Council Policies. It is considered that the proposed development can be accommodated without detriment to the existing amenity of the residential and commercial tenancies within the locality. For these reasons, the proposal is recommended for conditional planning approval by Special Majority decision.

**OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (3675)
SPECIAL MAJORITY APPROVAL**

At 7:01pm Cr Schuster moved, seconded Cr Barling –

That the Council approves by Special Majority decision the application for a two storey mixed use commercial building at Lot 1 (No. 31F) Ardross Street, Applecross subject to the following conditions:

- 1. Prior to the commencement of the development, a scheme for the provision of Public Art shall be submitted to and approved in writing by the Manager Statutory Planning. The Public Art shall be provided in accordance with the City of Melville Provision of Art in Development Proposals policy to the satisfaction of the Manager Statutory Planning. Alternatively, the public art contribution may be satisfied by a cash-in-lieu at the same rate, made prior to the commencement of the development.**
- 2. Prior to the commencement of the development, the applicant is to enter into a legal agreement with the City of Melville with respect to the provision of a self-cleaning public toilet, raised planter and/or any public art located within the road reserve and their ongoing future maintenance. The completion of this legal agreement should take place prior to the initial occupation of the development, to the satisfaction of the Manager Statutory Planning.**

**P15/3675 - TWO STOREY MIXED USE COMMERCIAL DEVELOPMENT AT LOT 1 (31F)
ARDROSS STREET, APPLECROSS (SMREC) (ATTACHMENT)**

3. Prior to commencement of building works, the applicant is to provide and maintain a \$20 million dollar public liability insurance policy ('the Policy') with a reputable public insurance office to be approved by the City to ensure the City is covered for all claims under the Policy in respect of loss, damage or injury occurring to all structures contained within the road reserve in connection with the proposed development. The Policy shall cover the City for all claims (but without limiting the generality of the foregoing) for loss or damage to property not owned by the Applicant and also for any loss or damage to property not under the physical or legal control of the Applicant and in respect of all claims relating to contractual liability and such other risks as the City might reasonably nominate at the time of entry into such Policy.
4. Prior to the occupation of the building hereby approved, crash tested bollards, or another suitable alternative treatment, must be installed at the kerb on the south-western corner of the round-a-bout at the intersection of Kintail Road, Ardross Street and MacLeod Road, the details of which shall be submitted to and approved in writing by the Manager Statutory Planning in consultation with the Director Technical Services, prior to the commencement of development. Once installed, the bollards shall be retained in perpetuity to the satisfaction of the Manager Statutory Planning.
5. On site car parking bays must be clearly marked and made available for use prior to the occupation of the building.
6. Prior to the initial occupation of the building, a Disabled parking bay must be provided and clearly marked out in accordance with AS2890.6. The bay shall be retained thereafter, in perpetuity, to the satisfaction of the Manager Statutory Planning.
7. Prior to the initial occupation of the building, a kerb ramp is to be provided from the disabled bay to the footpath.
8. Prior to the initial occupation of the building all unused crossover(s) are to be removed and the kerbing and verge reinstated at the applicant/owner's full expense, to the satisfaction of the Manager Statutory Planning.
9. All stormwater and drainage run off to be contained on site.
10. Prior to the commencement of the development, a detailed landscaping and reticulation plan shall be submitted to and approved in writing by the City. The approved landscaping and reticulation plan shall be implemented prior to initial occupation, and maintained thereafter to the satisfaction of the Manager Statutory Planning.
11. Prior to commencement of the development, a preliminary investigation for soil and groundwater contamination must be completed in accordance with Department of Environment and Conservation guidelines and submitted to the City of Melville. Should contamination be identified, the owner of the property must report the site to the Department of Environment and Conservation.

**P15/3675 - TWO STOREY MIXED USE COMMERCIAL DEVELOPMENT AT LOT 1 (31F)
ARDROSS STREET, APPLECROSS (SMREC) (ATTACHMENT)**

12. Lighting is to be provided to all car parking areas and the exterior entrances to all buildings in accordance with Australian Standard AS 1158.3.1 (Cat. P) Prior to the occupation of the building to the satisfaction of the Manager Statutory Planning. All external lighting to be hooded and oriented so that the light source is not directly visible to the travelling public or abutting residences.
13. Prior to the commencement of development, a signage strategy shall be submitted to and approved in writing by the Manager Statutory Planning. The strategy shall demonstrate how the future signage requirements for all uses are to be accommodated. Once approved, the signage strategy will inform the future assessment of applications for signage on the development.

At 7:02pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY BY SPECIAL MAJORITY (12/0)

P15/3676 - FOUR STOREY MIXED USE DEVELOPMENT COMPRISING TWO OFFICES & FIVE MULTIPLE DWELLINGS AT LOT 2 (NO. 323) CANNING HIGHWAY, PALMYRA (SMREC) (CONFIDENTIAL ATTACHMENT)

Ward : Palmyra/Melville/Willagee
 Category : Operational
 Application Number : DA-2015-423/A
 Property : Lot 2 (No. 323) Canning Highway, Palmyra
 Proposal : Four storey mixed use development comprising two office tenancies and five multiple dwellings
 Applicant : Resolve Group
 Owner : Serenity Now Group Pty Ltd
 Disclosure of any Interest : No Officer involved in the preparation of this report has a declarable interest in this matter.
 Previous Items : DA-2015-423
 : Ordinary Meeting of the Council August 2015
 Responsible Officer : Peter Prendergast
 : Manager Statutory Planning

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 & 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 checked="" 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>

**P15/3676 - FOUR STOREY MIXED USE DEVELOPMENT COMPRISING TWO OFFICES & FIVE MULTIPLE DWELLINGS AT LOT 2 (NO. 323) CANNING HIGHWAY, PALMYRA
(SMREC) (CONFIDENTIAL ATTACHMENT)**

KEY ISSUES / SUMMARY

- Planning approval is sought for the construction of a four storey mixed use development including two Offices and five Multiple Dwellings at Lot 2 (323) Canning Highway, Palmyra.
- This application is the subject of a Section 31 Reconsideration, which was issued by the State Administrative Tribunal at a mediation session held on 15 October 2015.
- The details of this planning application were initially considered at the Ordinary Meeting of the Council 18 August 2015. The recommendation of the report to Council at that time was that the application be approved subject to conditions. Whilst the proposal was consistent with the provisions of draft Local Planning Scheme 6 (LPS6), the application proposed variations to the permitted development requirements of Community Planning Scheme No. 5 (CPS5) in relation to Plot Ratio and Building Height.
- The Council resolved to refuse to grant planning consent for reasons related to building height, plot ratio and lack of sufficient landscaping.
- At the mediation session, the applicant was ordered to provide the City of Melville with amended plans and the City was ordered to reconsider its decision at its Ordinary Meeting on 17 November 2015.
- It is considered that the amended plans submitted by the applicant satisfy the relevant objectives of CPS5 and draft LPS6 in relation to the Council's reason for refusal.
- The approval of the Section 31 Reconsideration requires a Special Majority decision of the Council by virtue of the proposed plot ratio and an Absolute Majority decision in relation to building height.
- The application is recommended to be reconsidered for approval with conditions.



**P15/3676 - FOUR STOREY MIXED USE DEVELOPMENT COMPRISING TWO OFFICES & FIVE MULTIPLE DWELLINGS AT LOT 2 (NO. 323) CANNING HIGHWAY, PALMYRA
(SMREC) (CONFIDENTIAL ATTACHMENT)****BACKGROUND**

Council refused to grant approval for the development at its Meeting held on 18 August 2015, for the following reason:

'The proposed development would by virtue of its height, plot ratio and lack of sufficient landscaping, be detrimental to residential amenity contrary to the provisions of Clause 7.8 of the City of Melville Community Planning Scheme No. 5.'

Following the refusal, the applicant exercised their rights of appeal through the State Administrative Tribunal (SAT). At the subsequent mediation session held on 15 October 2015, the City of Melville was ordered by the SAT to reconsider its decision pursuant to Section 31 of the *State Administrative Tribunal Act 2004 (WA)* at its November Ordinary Meeting of Council. Furthermore, the applicant was ordered to submit amended plans.

Scheme Provisions

MRS Zoning	: Urban
CPS 5 Zoning	: District Centre Precinct
R-Code	: R60
Use Type	: Office and Residential
Use Class	: Office – P (permitted) Residential – D (discretionary)

Site Details

Lot Area	: 705m ²
Street Tree(s)	: Yes – to remain
Street Furniture (drainage pits etc)	: None applicable
Site Details	: See below

[3676 Site And Elevation Plan 323 Canning Highway](#)**DETAIL**

At the mediation session held on 15 October, the focus was on the achievement of an improved landscape outcome. The issues raised by the Council in the reason for refusal in respect of plot ratio and building height were not considered to be insurmountable, given both height and plot ratio were in accordance with the provisions of LPS6. The SAT acknowledged that the City now places reliance on the provisions of LPS6 in its decision making, given the document now holds weight as a framework document in the decision making process. The implication of that acknowledgement is that there must be consistency applied by the City in its decision making relative to the LPS6 provisions. This consistency in the application of LPS6 is not evident in the refusal decision issued in respect of this particular planning application. In view of this, it was determined at the SAT mediation that the outstanding issue relates to the landscaping proposal, hence the SAT ordered the applicant to provide revised details to the City, prior to its reconsideration of the application under Section 31.

**P15/3676 -FOUR STOREY MIXED USE DEVELOPMENT COMPRISING TWO OFFICES & FIVE MULTIPLE DWELLINGS AT LOT 2 (NO. 323) CANNING HIGHWAY, PALMYRA
(SMREC) (CONFIDENTIAL ATTACHMENT)****STAKEHOLDER ENGAGEMENT****I. COMMUNITY**

Community consultation was completed in accordance with Clause 7.5 of CPS5 and Part 4 of the R-Codes as part of the original application. Two objections were received which were addressed when the application was initially heard at the Ordinary Meeting Of Council held on 18 August 2015.

II. OTHER AGENCIES / CONSULTANTS

The proposal was referred to Main Roads Western Australia (MRWA) as part of the original application. MRWA have stated they support the closure of the crossover on Canning Highway and the relocation of the existing crossover on Palin Street away from the intersection. Accordingly, the proposed development is acceptable to MRWA subject to the imposition of a number of conditions which have been included within the Officer's recommendation below.

STATUTORY AND LEGAL IMPLICATIONS

Should the Council refuse the application for planning approval, the applicant will have the right to have the decision reviewed by the State Administrative Tribunal (SAT) in accordance with part 14 of the *Planning and Development Act 2005*.

FINANCIAL IMPLICATIONS

There are no financial implications for the City associated with this proposal.

STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS

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

As detailed above, the application has been assessed against the requirements of draft LPS6 given that LPS6 is now a seriously entertained document. The proposed development satisfies all of the relevant requirements of LPS6.

POLICY IMPLICATIONS

There are no policy implications associated with this application.

**P15/3676 - FOUR STOREY MIXED USE DEVELOPMENT COMPRISING TWO OFFICES & FIVE MULTIPLE DWELLINGS AT LOT 2 (NO. 323) CANNING HIGHWAY, PALMYRA
(SMREC) (CONFIDENTIAL ATTACHMENT)**

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

It is recommended that the Section 31 reconsideration application should be approved for the reasons outlined in the Comment section below. 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 unreasonable, the applicant can decide to seek determination through a full hearing at the SAT. Given the initial decision was taken contrary to the officer recommendation, a full SAT hearing will result in the need for a Planning Consultant to be engaged to represent the City's position at the SAT hearing. There will be financial implications for the City if this is required.

COMMENT

As stated, the development includes a maximum building height and plot ratio that whilst in accordance with the draft provisions of LPS6, are above that anticipated by CPS5.

Draft LPS6 has been endorsed by the Council after extensive community consultation, and has been referred to the Western Australian Planning Commission where it awaits final approval and Ministerial sign off prior to formal gazettal. As such the document holds weight, and it is now relied on by the City to inform the assessment and determination process. It is important therefore that the City is consistent in terms of its application of draft LPS6.

In the subject case, the development is deemed to comply with the LPS6 provisions in respect of plot ratio and building height, and should be supported on that basis.

It is acknowledged that the development is at a height and plot ratio greater than that envisaged by CPS5, and detailed consideration of this was provided in the initial report to Council in August 2015 where it was stated that:

'the development presents a well-designed built form which includes the use of varied setbacks, door and window openings, architectural articulation, and a varied palette of building materials. Together with porticos provided on Canning Highway and Palin Street, the proposed development presents well to both streetscapes and will complement the existing built form in this location', and

It is therefore considered the proposal respects the existing character of the area, does not impact on the amenity of neighbouring properties and is consistent with the future built form for the area under the draft LPS6.'

In view of this, and given the conclusions reached at the SAT mediation in this respect, it is recommended that the concerns expressed in respect of the height and plot ratio should be set aside.

**P15/3676 - FOUR STOREY MIXED USE DEVELOPMENT COMPRISING TWO OFFICES & FIVE MULTIPLE DWELLINGS AT LOT 2 (NO. 323) CANNING HIGHWAY, PALMYRA
(SMREC) (CONFIDENTIAL ATTACHMENT)**

In respect of the Council's concerns regarding the landscaping provision proposed, an amended landscaping plan has now been provided. It is noted that the City now adopts a qualitative rather than quantitative approach to landscape provision, as reflected in the R Codes and as outlined in Council Policy CP-087 'Non Residential Development'.

The amended landscaping plan includes additional areas for planting, and includes:

- planting around the portico areas,
- the planting of four new verge trees to complement the existing single verge tree which will be retained
- additional planting within the car parking area
- more comprehensive planting in beds located around the building perimeter, and
- the return of the verge from its current state as hard standing to a landscaped and reticulated grassed area.

The proposed landscaping has been assessed by the City's Landscape Team who are satisfied that subject to a change to the street tree species proposed and their specific siting on the verge, the landscaping as proposed is acceptable in principle.

It is therefore considered that the proposal respects the existing character of the area, does not impact on the amenity of neighbouring properties and is consistent with the future built form for the area under the draft LPS6.

CONCLUSION

Based on the above, the application is considered to adequately satisfy the objectives of CPS5, draft LPS6, the R-Codes and Council planning policies. It is considered that the proposed development can be accommodated without detriment to neighbouring residential amenity. For these reasons, the proposal is recommended for conditional planning approval.

P15/3676 - FOUR STOREY MIXED USE DEVELOPMENT COMPRISING TWO OFFICES & FIVE MULTIPLE DWELLINGS AT LOT 2 (NO. 323) CANNING HIGHWAY, PALMYRA (SMREC) (CONFIDENTIAL ATTACHMENT)

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (3676)

SPECIAL MAJORITY APPROVAL

At 7:03pm Cr Phelan moved, seconded Cr Foxton –

That the Council by Special Majority Decision approves the application for a four storey mixed use development comprising two office tenancies and five multiple dwellings subject to the following conditions:

- 1. No earthworks shall encroach in to the Canning Highway road reservation.**
- 2. All stormwater generated on site is to be retained on site.**
- 3. Prior to the initial occupation of the development, all unused crossover(s) shall be removed and the kerbing and road verge reinstated at the owners cost to the satisfaction of the Manager Statutory Planning.**
- 4. Prior to the initial commencement of the development the Applicant is required to undertake a Transport Noise Assessment in accordance with the guidelines of the Western Australian Planning Commissions State Planning Policy 5.4 “Road and Rail Transport Noise and Freight Considerations in Land Use Planning” and submit a copy to the Manager Statutory Planning for approval. Once approved, the development is to be constructed in accordance with the report (including any recommendations made within the report) to the satisfaction of the Manager Statutory Planning.**
- 5. Prior to the initial occupation of the development, 14 parking bay/s (including two visitor bays and one universal bay), manoeuvring areas, driveway/s and points of ingress and egress shall be provided in accordance with the approved plans to the satisfaction of the Manager Statutory Planning. The bay/s shall thereafter be retained for the life of the development.**
- 6. Prior to the initial occupation of the development, bicycle parking facilities for a minimum of six bicycles (two residential, three offices and one visitor) shall be provided in accordance with Australian Standard AS 2890.3 to the satisfaction of the Manager Statutory Planning. The facilities shall thereafter be retained for the life of the development.**
- 7. The development shall be serviced by a concrete vehicle crossover with a maximum width of 6m and located a minimum of 2m away from the outside of the trunk of any street tree. The crossover is to be constructed prior to the initial occupation of the development in accordance with the City’s specifications to the satisfaction of the Manager Statutory Planning.**
- 8. Any roof mounted or freestanding plant or equipment shall be located and/or screened so as not to be visible from the surrounding street(s) to the satisfaction of the Manager Statutory Planning.**

P15/3676 - FOUR STOREY MIXED USE DEVELOPMENT COMPRISING TWO OFFICES & FIVE MULTIPLE DWELLINGS AT LOT 2 (NO. 323) CANNING HIGHWAY, PALMYRA (SMREC) (CONFIDENTIAL ATTACHMENT)

9. Prior to the commencement of the development, details of the exterior colours, materials and finishes of the proposed development are to be submitted and approved in writing to the satisfaction of the Manager Statutory Planning. Once approved, the development is to be constructed in accordance with those details.
10. Reflective or heavily tinted glazing at ground floor level is not permitted.
11. Prior to the initial occupation of the development, the surface finish of the boundary walls are to be finished externally to the same standard as the rest of the development to the satisfaction of the Manager Statutory Planning.
12. Prior to the initial occupation of the development, the external surface of any retaining walls which are visible from adjoining properties are to be finished to the same standard as the rest of the development to the satisfaction of the Manager Statutory Planning.
13. The removal of, or permanent covering of the ground floor office windows and openings is not permitted. The windows at ground floor level are to remain visually permeable at all times.
14. All external clothes drying facilities shall be screened from view of the primary street to the satisfaction of the Manager Statutory Planning.
15. A permanent enclosed storage area shall be provided for each dwelling of at least four square metres (minimum dimension of 1.5m) to satisfy Clause 6.4.6 C6.1 of the Residential Design Codes. The storage area shall be provided prior to the initial occupation of the development to the satisfaction of the Manager Statutory Planning.
16. Prior to the commencement of works, a signage strategy shall be submitted to and approved in writing by the Manager Statutory Planning. The strategy shall demonstrate how the future signage requirements for the office tenancies are to be accommodated. Once approved, the signage strategy will inform the future assessment of applications for signage on the development.
17. An amended landscaping and reticulation plan to include the removal of the existing verge tree and its replacement by 5 x *Sapium sebiferum* 'Chinese Tallow' in a position to be agreed by the City prior to the planting taking place, shall be submitted to and approved in writing by the Manager Statutory Planning. Once received and approved, the amended and landscaping and reticulation plan shall be fully implemented within the first available planting season after the initial occupation of the development and maintained thereafter to the satisfaction of the Manager Statutory Planning. Any species which fail to establish within the first two planting seasons following implementation shall be replaced in accordance with the City's requirements.

P15/3676 - FOUR STOREY MIXED USE DEVELOPMENT COMPRISING TWO OFFICES & FIVE MULTIPLE DWELLINGS AT LOT 2 (NO. 323) CANNING HIGHWAY, PALMYRA (SMREC) (CONFIDENTIAL ATTACHMENT)

18. Prior to the initial occupation of the development, the bin compound(s) as shown on the approved plans are to be constructed and maintained in perpetuity to the satisfaction of the Manager Statutory Planning. The bin compound(s) are to be constructed to satisfy the following requirements:
 - (a) Provided with a tap and connected to an adequate supply of water. The tap is to be located in a position so that it will not be susceptible to being damaged by the bins being removed for collection.
 - (b) Constructed of brick, concrete, corrugated compressed fibre cement sheet or other material of suitable thickness;
 - (c) Having walls not less than 1.8 metres in height and having an access point of not less than one metre for resident/tenants to access the area and fitted with a self-closing gate;
 - (d) Access point for collection is to be of suitable size for the size of bins used and the collection method proposed;
 - (e) Containing a smooth and impervious floor of not less than 75 millimetres in thickness; and provided with adequate and appropriate drainage to sewer. This pertains to commercial properties where approval is required from the Water Corporation for discharge of liquid waste;
 - (f) Where located within a building, the bin compound is to be ventilated in accordance with Australian Standard 1668.2: The use of Ventilation and Air Conditioning in Buildings (as amended); and
 - (g) Not readily accessible by the public.
19. Prior to the commencement of works, a scheme for the provision of Public Art shall be submitted to and approved in writing by the Manager Statutory Planning in consultation with the City's Public Art Panel. Once approved, the Public Art shall be provided in accordance with Council Policy – 085: Provision of Art in Development Proposals prior to the initial occupation of the development to the satisfaction of the Manager Statutory Planning. Alternatively, the public art contribution may be satisfied by a cash-in-lieu payment at the same rate, made prior to the commencement of works.
20. Temporary structures, such as prefabricated or demountable offices, portable toilets and skip bins necessary to facilitate storage, administration and construction activities are permitted to be installed within the property boundaries of the subject site(s) for the duration of the construction period. These structures are to be located so not to obstruct vehicle sight lines of the subject site, the adjacent road network or of adjoining properties to the satisfaction of the Manager Statutory Planning and are to be removed prior to initial occupation of the development.

P15/3676 - FOUR STOREY MIXED USE DEVELOPMENT COMPRISING TWO OFFICES & FIVE MULTIPLE DWELLINGS AT LOT 2 (NO. 323) CANNING HIGHWAY, PALMYRA (SMREC) (CONFIDENTIAL ATTACHMENT)

21. A Construction Management Plan is to be prepared by the Applicant and submitted to the Manager Statutory Planning for approval at least 30 days prior to the commencement of works. The Construction Management Plan shall detail how the construction of the development will be managed including the following:

- public safety and site security;
- hours of operation,
- noise and vibration controls;
- air and dust management;
- stormwater, groundwater and sediment control;
- waste and material disposal;
- traffic management plans for the various phases of the construction, including any proposed road closures;
- the parking arrangements for contractors and sub-contractors;
- on-site delivery times and access arrangements;
- the storage of materials and equipment on site (no storage of materials on the verge will be permitted) ; and
- any other matters likely to impact upon the surrounding properties or road reserve.

Once approved, the development is to be constructed in accordance with the Construction Management Plan to the satisfaction of the Manager Statutory Planning.

Advice Notes

- i. The project for the upgrading/widening of Canning Highway is not in Main Roads current 4-year forward estimated construction program and all projects not listed are considered long term. Please be aware that timing information is subject to change and that Main Roads assumes no liability whatsoever for the information provided.
- ii. The Applicant must obtain approval from Main Roads before any works are undertaken within the Canning Highway Road Reserve. The applicant seeking access to the Main Roads network will be required to submit an application as outlined in the "Application Kit" for State Roads.
- iii. In relation to Condition 20 above, it is recommended that public art be considered for the portion of the boundary wall along the eastern boundary which protrudes above the roof line of the adjoining development to the east.
- iv. This property is affected by land reserved in the Metropolitan Region Scheme as shown on the enclosed extract of Main Roads drawing 1.5103/2 and will be required for road purposes at some time in the future.

At 7:04pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY BY SPECIAL MAJORITY (12/0)

The Presiding Member advised Elected Members that the Meeting is now moving out of the Quasi-Judicial phase.

P15/3666 – PARKING MANAGEMENT PLANS FOR CANNING BRIDGE AND RISELEY CENTRE (REC) (ATTACHMENT)

Ward	:	Applecross/Mt Pleasant
Category	:	Policy
Application Number	:	N/A
Property	:	N/A
Proposal	:	Draft Parking Management Plans for the Canning Bridge and Riseley Centres
Applicant	:	City of Melville
Owner	:	N/A
Disclosure of any Interest	:	No Officer involved in the preparation of this report has a declarable interest in this matter.
Previous Items	:	N/A
Responsible Officer	:	Gavin Ponton Manager Strategic Urban Planning

AUTHORITY / DISCRETION

DEFINITION

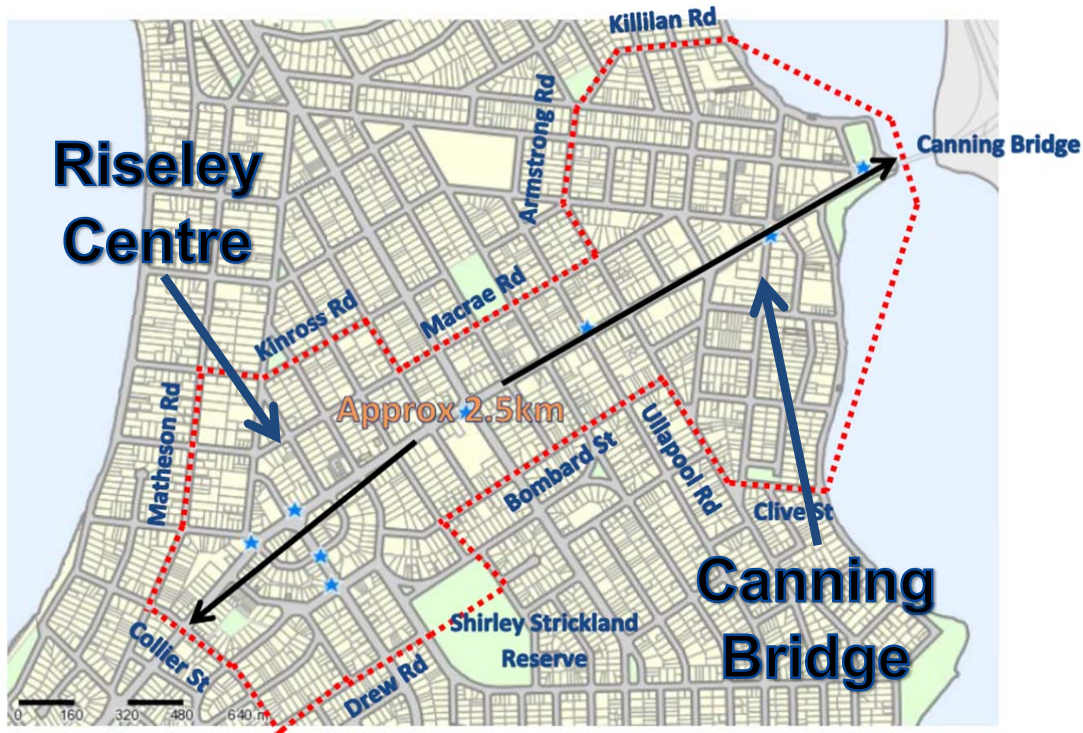
<input type="checkbox"/>	Advocacy	<i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input checked="" type="checkbox"/>	Executive	<i>The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes & 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>

P15/3666 – PARKING MANAGEMENT PLANS FOR CANNING BRIDGE AND RISELEY CENTRE (REC) (ATTACHMENT)

KEY ISSUES / SUMMARY

- Local businesses and the community have said that car parking is a problem that needs to be addressed in the Canning Bridge and Riseley Centres. Perceived parking issues are likely to grow in the future unless the City proactively plans for and better manages car parking.
- Car parking issues can't be "solved", but they can be better managed. There are no quick fixes. It is more effective, easier and cheaper to better manage parking rather than attempting to satisfy potential demand for parking facilities.
- The main reason for managing parking is to create a greater "turnover" of cars so that one car parking space can be used by as many cars as possible each day.
- The research indicates that there is sufficient parking in both centres overall, but there are issues with how the parking is used and managed. Some parking areas, such as Kearns Crescent in the Riseley Centre, are close to capacity, while other parking areas a short walk away are often empty.
- In summary, it is proposed that the City take responsibility for better managing City of Melville (CoM) parking areas, and that business and landowners take responsibility for managing parking on private land, which is most of the parking in both centres. The existing parking restrictions have been assessed and it is considered that these should be updated to better manage parking.
- It is recommended that Council authorise further community engagement and public advertising of the draft plans.

Study Area of Parking Management Plans



P15/3666 – PARKING MANAGEMENT PLANS FOR CANNING BRIDGE AND RISELEY CENTRE (REC) (ATTACHMENT)**BACKGROUND**

Car parking is an important land use as most cars are parked for most of the day often at various locations at different times of the day.

Parking management refers to how parking bays are controlled through paid parking, time limits, and/or other regulations. The main reason for managing parking is to create more “turnover” of cars so that one car parking space can be used by as many cars as possible each day. This allows motorists to more easily find a car bay (as one car is not parked in the space all day), assists local businesses by attracting customers and ensures maximum land use efficiency.

The Parking Management Plans are required for the following reasons:

- Parking issues are a concern for landowners, businesses, residents and visitors to the centres;
- Structure plans have been approved for Canning Bridge and the Riseley Centre, which provides more development potential and encourages an intensive mix of land uses;
- The draft Local Planning Scheme No. 6 proposes to increase the development potential and residential population along the Canning Highway corridor in line with the Western Australian Planning Commission’s Directions 2031 and Beyond strategy;
- Canning Highway is a key public transport route. The Department of Transport is investigating potential bus lanes and further improvements to public transport along the route. This may increase demand for park and ride options.

The Council adopted the City-wide Car Parking Strategy at its Ordinary Meeting held on 17 June 2014. The Parking Management Plans are based on the objectives and principles of the City’s Car Parking Strategy and best practice approaches to managing car parking. The key output for this project will be approved Parking Management Plans for the study area.

The City appointed Cardno to prepare the Parking Management Plans. The aim is to apply parking controls that aim to achieve a parking bay occupancy of 85 per cent, with the intent of leaving 15 per cent of bays available for use by for high priority users such as customers. The 85 per cent figure is a measure applied in best practice parking management plans. It is utilised to encourage car bays to be used, whilst still allowing motorists to find an available bay.

A key success factor would be encouraging longer term parking for staff and park and ride on the periphery of the centres, which would provide for more bays in the core of the centres for short term parking.

P15/3666 – PARKING MANAGEMENT PLANS FOR CANNING BRIDGE AND RISELEY CENTRE (REC) (ATTACHMENT)

DETAIL

Parking is a complex issue and affects residents, visitors, businesses and landowners. The project consultants have researched who is using the parking areas, how far they travel, how long they stay for and why they are visiting the centre. The draft Parking Management Plan Report is provided in [3666 - Attach 1 - Draft Parking Management Plans Report](#)

Cost of Car Parking

Car parking is commonly perceived to be “free” as motorists don’t need to pay a direct cost to park their car. However, car parking is never free as governments or businesses must pay for the cost of providing and maintaining car parks as well as absorbing the opportunity costs for the land required to provide parking.

The direct costs of parking are included in everyday expenses such as higher development costs, higher costs of goods or services to the consumer and/or high taxes and rates. These higher costs subsidise car parking and encourage higher parking demand. This also means that people who don’t drive subsidise people who do drive.

Table 1: Estimated Costs to Provide Car Parking in City of Melville Activity Centres

Type of parking	Land per bay	Land cost per m ² \$2,000	Floor area per bay	Construction cost per bay	Estimated total cost per bay
On-street surface	15m ²	\$0	N/A	\$3,500	\$3,500
Off-street surface	35 m ²	\$70,000	35 m ²	\$3,500	\$73,500
Deck – 2 level	16 m ²	\$32,000	32 m ²	\$31,000	\$63,000
Deck – 4 level	8 m ²	\$16,000	32 m ²	\$34,000	\$50,000
Basement – 2 level	8 m ²	\$16,000	32 m ²	\$44,000	\$60,000

Source: Technical Report on Car Parking provided by Luxmoore Parking and Safety 2013

P15/3666 – PARKING MANAGEMENT PLANS FOR CANNING BRIDGE AND RISELEY CENTRE (REC) (ATTACHMENT)
Examples of Parking Management Techniques

There are a wide variety of techniques that can be employed to manage parking, including:

- Paid parking
- Time-restricted parking
- Prioritise particular users – e.g. taxi only parking or ACROD parking
- Restrict particular users – e.g. shift staff parking to the periphery of activity centres
- Provide parking information and way finding to help motorists find the right parking
- Provide good alternatives to driving – walking, cycling, public transport, car pools etc
- Change people's thinking and actions – e.g. Travelsmart
- Share parking areas on private land for more effective and efficient customer parking
- Wheel-clamping or tow-away zones to prevent parking for longer than permitted

The following key issues have been identified through the research undertaken:

Existing parking supply and occupancy rates	There is enough parking overall in both centres, but some parking areas have very high demand and are often full, while other parking areas have very low demand and are often empty
Management of parking	There is some confusion as to who should be managing what parking areas. In summary, it is proposed that the City take responsibility for better managing CoM parking areas, and that business and landowners take responsibility for managing parking on private land, which is most of the parking in both centres
Existing parking restrictions	The existing parking restrictions have been assessed and need to be updated to better manage parking
Location of Staff Parking	This is the biggest issue identified by the project team and local businesses. Staff often park in prime parking bays all day rendering them unavailable for the 8-10 customers that could be using those car bays across the course of the day
Compliance with parking restrictions	There is some lack of compliance with existing restrictions.
Poor access, amenity and safety for cyclists and pedestrians	Many stakeholders have mentioned that it is perceived to be difficult, dangerous or unpleasant to walk or cycle to the centres. The statistics also reinforce this, with 17% of parked cars coming from less than 1km away in the Riseley Centre (10% average across metro Perth)

How Far Do Motorists Drive to Park in the Activity Centres?

Length of Trip	Riseley Centre	Canning Bridge	Metro Perth
Up to 500 metres	6%	2%	Not available
Up to 1 kilometre	17%	7%	10%
Up to 3 kilometres	44%	33%	30%
Up to 5 kilometres	65%	52%	50%

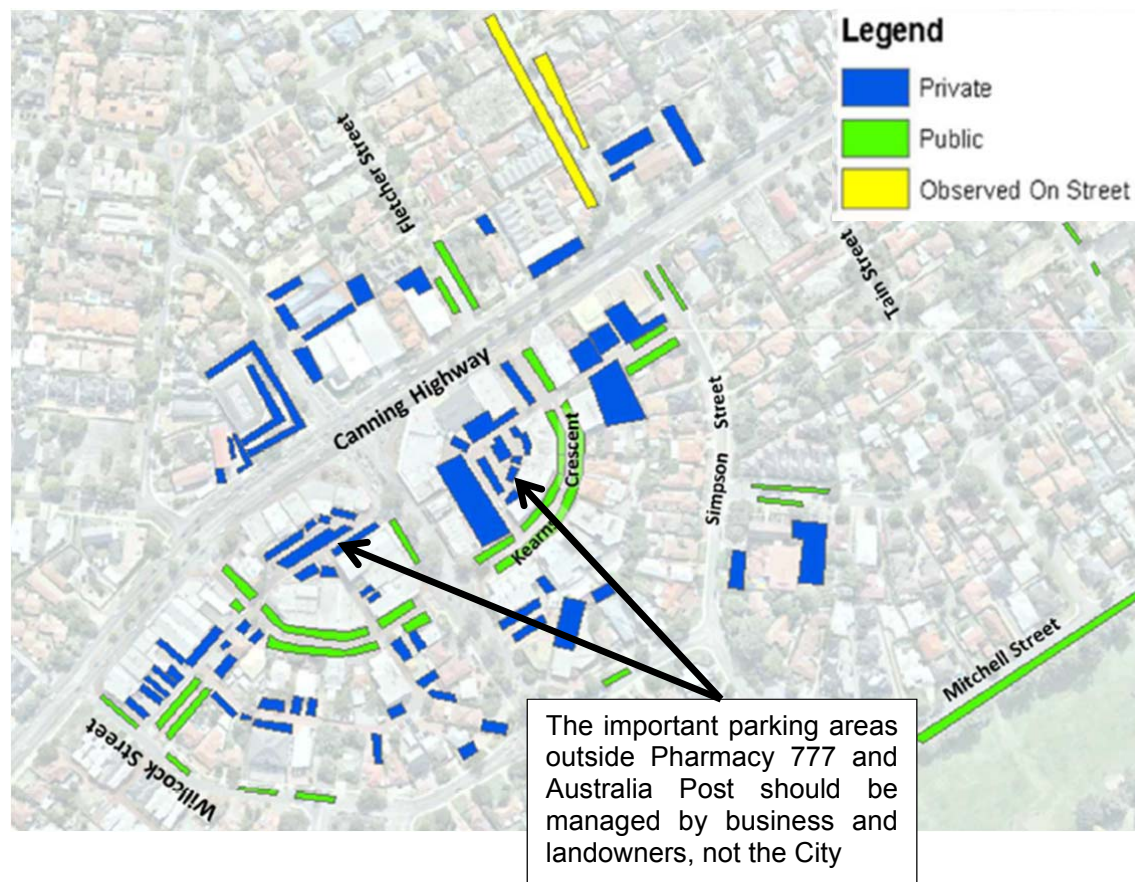
P15/3666 – PARKING MANAGEMENT PLANS FOR CANNING BRIDGE AND RISELEY CENTRE (REC) (ATTACHMENT)

The data above shows that many local residents are driving short distances to the Riseley Centre when compared to Canning Bridge and the Metropolitan Perth average. Perceived car parking issues could be reduced in the Riseley Centre if some of these local residents could walk, cycle or undertake a number of tasks in one trip, particularly those driving less than one kilometre.

The research shows the Riseley Centre is a primarily a destination for local people, while Canning Bridge is more of a regional destination. The most common reasons for driving to the Riseley Centre was to either go shopping or go to local cafes and restaurants. In contrast, more people drive to Canning Bridge for work in or to visit offices and for recreation opportunities along the Canning River.

Management Responsibility for Parking Areas

There are 1,026 parking spaces in the Riseley Centre, with 310 (30%) being managed by the City and 716 (70%) managed privately by landowners or businesses. There are 1,233 parking spaces in Canning Bridge, with 503 (41%) being managed by the City and 730 (59%) managed privately by landowners or businesses. Most of the parking areas are therefore the responsibility of landowners/businesses, not the City. This is shown spatially in the report, with an example for the Riseley Centre shown below.



P15/3666 – PARKING MANAGEMENT PLANS FOR CANNING BRIDGE AND RISELEY CENTRE (REC) (ATTACHMENT)

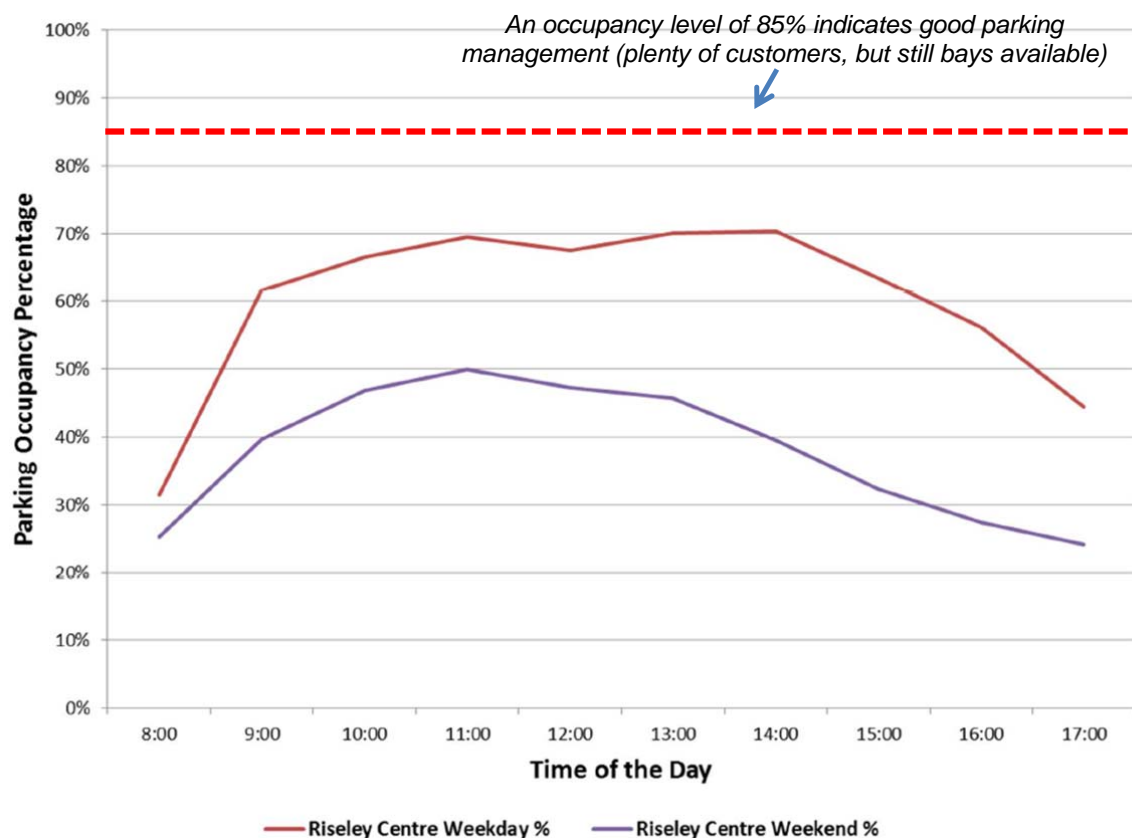
The City can only manage parking under its control. Parking management on private land is the responsibility of landowners and businesses.

Occupancy Levels

An important part of the research was to establish the occupancy levels of car parking areas in the study area (i.e. how full each parking area is). The occupancy levels of car parking areas in the Study Area were surveyed over two days – a Friday and a Saturday – in March 2015. The research found that some parking areas are busy and other parking areas are very quiet.

Riseley Centre Data

Overall Parking Occupancy Levels – Riseley Centre (includes public and private parking)



The aim for good parking management is typically 85% utilisation. Having lots of empty car bays is not a sign of good parking management, particularly given the economic, amenity, social and environmental costs.

P15/3666 – PARKING MANAGEMENT PLANS FOR CANNING BRIDGE AND RISELEY CENTRE (REC) (ATTACHMENT)

City of Melville Managed Parking in Riseley Centre

The results for the parking areas managed by the City are summarised below.

Friday Occupancy Rates by Hour for All Public Parking Areas managed by City of Melville										
Hour	8:00 9:00	09:00 10:00	10:00 11:00	11:00 12:00	12:00 13:00	13:00 14:00	14:00 15:00	15:00 16:00	16:00 17:00	17:00 18:00
Average Occupancy Rate	43%	73%	77%	82%	76%	80%	79%	74%	69%	61%

This table shows that the existing parking supply is not close to full capacity. But vehicles are not spread evenly across the precinct.

Some CoM-managed car parking areas are close to full, such as Kearns Crescent West.

Friday Occupancy Rates by Hour for Public Parking managed by CoM – Kearns Crescent West										
Hour	8:00 9:00	09:00 10:00	10:00 11:00	11:00 12:00	12:00 13:00	13:00 14:00	14:00 15:00	15:00 16:00	16:00 17:00	17:00 18:00
Average Occupancy Rate	53%	85%	85%	93%	85%	94%	90%	84%	75%	74%

Other parking areas a short walk away are well below capacity, such as Willcock Street West.

Friday Occupancy Rates by Hour for Public Parking managed by CoM – Willcock Street West										
Hour	8:00 9:00	09:00 10:00	10:00 11:00	11:00 12:00	12:00 13:00	13:00 14:00	14:00 15:00	15:00 16:00	16:00 17:00	17:00 18:00
Average Occupancy Rate	0%	67%	44%	44%	22%	56%	44%	11%	11%	0%

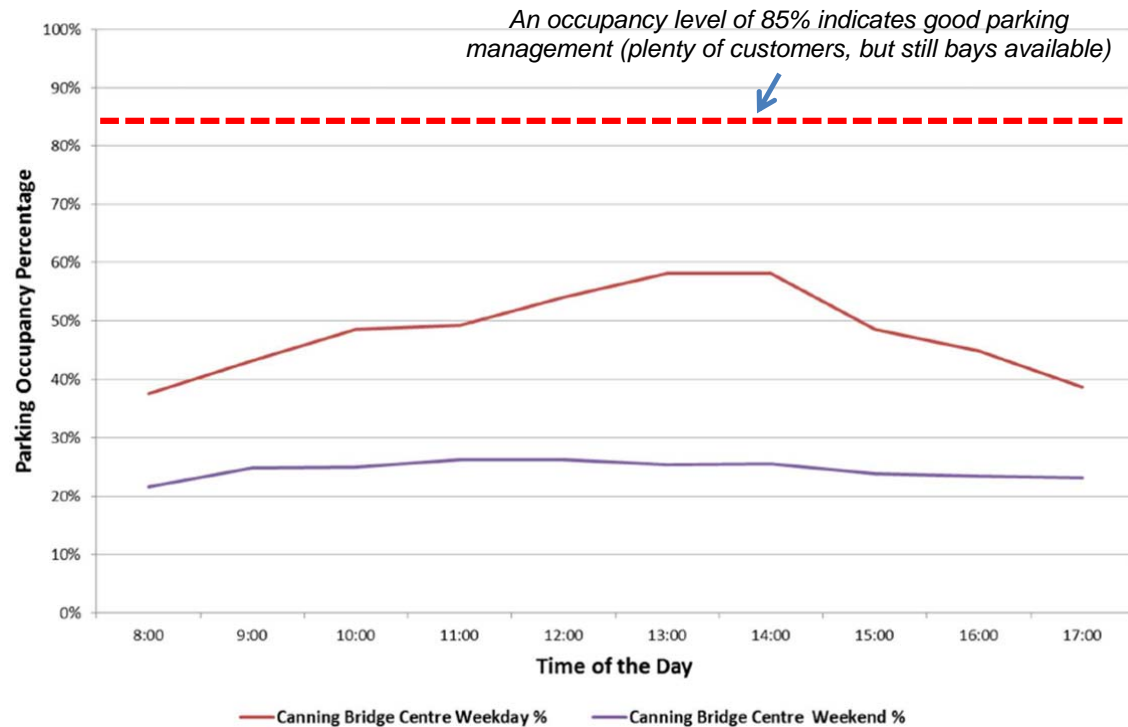
The data suggests that additional parking restrictions are required for high demand areas to shift some of the parking away from prime locations.

P15/3666 – PARKING MANAGEMENT PLANS FOR CANNING BRIDGE AND RISELEY CENTRE (REC) (ATTACHMENT)

Canning Bridge

Parking does not appear to be a problem at Canning Bridge according to the data collected.

Overall Parking Occupancy Levels – Canning Bridge (includes public and private parking)



City of Melville Managed Parking in Canning Bridge

The results for the parking areas managed by the City are summarised below.

Friday Occupancy Rates by Hour for Public Parking Areas managed by City of Melville										
Hour	8:00 9:00	09:00 10:00	10:00 11:00	11:00 12:00	12:00 13:00	13:00 14:00	14:00 15:00	15:00 16:00	16:00 17:00	17:00 18:00
Average Occupancy Rate	23%	27%	29%	28%	38%	50%	46%	34%	34%	43%

P15/3666 – PARKING MANAGEMENT PLANS FOR CANNING BRIDGE AND RISELEY CENTRE (REC) (ATTACHMENT)

Some car parking areas are close to full at times, such as Ogilvie Road.

Friday Occupancy Rates by Hour for Public Parking managed by CoM – Ogilvie Road										
Hour	8:00 9:00	09:00 10:00	10:00 11:00	11:00 12:00	12:00 13:00	13:00 14:00	14:00 15:00	15:00 16:00	16:00 17:00	17:00 18:00
Average Occupancy Rate	32%	40%	38%	53%	91%	91%	112%	76%	82%	106%

Other parking areas are well below capacity, such as 29 Moreau Mews.

Friday Occupancy Rates by Hour for Public Parking managed by CoM – 29 Moreau Mews										
Hour	8:00 9:00	09:00 10:00	10:00 11:00	11:00 12:00	12:00 13:00	13:00 14:00	14:00 15:00	15:00 16:00	16:00 17:00	17:00 18:00
Average Occupancy Rate	25%	25%	28%	25%	25%	31%	31%	22%	17%	8%

Research Findings

The research indicates that there is not a parking supply problem in either centre. However, although there is sufficient overall parking, the attractiveness of ‘prime’ parking bays creates a local shortage close to the major activity hubs. For example, parking in Kearns Crescent in the Riseley Centre is often close to capacity, while parking areas a short walk away are often empty. Even in the ‘prime’ areas of the Riseley Centre, there are always available bays. Please refer to the maps in [3666 - Attach 2 - Parking Occupancy Levels in Riseley Centre Core](#)

It is the lack of management of the car bays that is the real issue. For example, reserving car bays on private land for staff or customers of a particular business can be very inefficient and means that customers cannot use them. So some car bays sit empty but are not available for parking.

Allowing staff to park “right outside the front door” means that customers cannot use these bays. It is often a simple choice for businesses – should the available car parking bays be used for customers who drive sales in the shop or staff that park all day?

Local business owners agree that staff parking is the biggest issue to address, but it is a complex issue and the businesses will need to be proactive in implementing changes with their staff. The City’s Travelsmart team may also be able to assist this process.

P15/3666 – PARKING MANAGEMENT PLANS FOR CANNING BRIDGE AND RISELEY CENTRE (REC) (ATTACHMENT)

Goals of the Parking Management Plans

The goals for the proposed Parking Management Plans are listed below:

1. Prioritise short-term parking in the central areas of activity centres and shift longer-term parking to the periphery (e.g. staff parking);
2. Focus on effective parking management measures as it is more effective, cheaper and easier to manage parking rather than attempting to satisfy parking demand
3. Focus on improving people's access to activity centres by promoting walking, cycling, public transport and parking management

Key Recommendations

Cardno has made the following nine main recommendations:

	Recommendation	Comments
1	<p>Implement paid parking in high demand areas of the Riseley Centre with the first hour free</p> <p>Short Term Paid Parking Locations (see map below):</p> <ul style="list-style-type: none"> • All Kearns Crescent • Existing marked parking bays on Fletcher Street • Existing marked parking bays on Simpson Street • 41 Simpson Street • 1 Willcock Street • Some bays close to Canning Highway on Willcock Street 	<ul style="list-style-type: none"> • Parking is currently free in the Riseley Centre with two hour time limits, which are often not adhered to. • Paid parking becomes necessary where other management techniques are not sufficient to manage parking demand, often in 'prime' parking areas. • The identified locations are 'prime' parking bays, with good access to adjacent businesses. It is therefore important to make sure that: <ul style="list-style-type: none"> – Short term parking is prioritised with the first hour free. This promotes a higher turnover of bays. – Long term parking, particularly staff parking, is dis-incentivised through paid parking. – Enforcement is made easier (checking to see whether a valid ticket is on each car is much easier than other methods of enforcement) • The fee payable would be the same as on-street parking in Canning Bridge, which is \$2.00 per hour (after the first hour). • Revenue raised through paid parking can help fund better parking enforcement and improvements to the Centre (see below).
2	<p>Consider a market-based pricing system in future for paid parking</p>	<ul style="list-style-type: none"> • Market-rate pricing is the best way to ensure that parking is available where required. If prices are too high, motorists will not use the parking and it is therefore wasted. If prices are too low, the bays will always be full and therefore unavailable. • It is suggested that this be considered in the future if/when the City has appropriate resources to manage and adjust the prices to achieve 85% occupancy.

P15/3666 – PARKING MANAGEMENT PLANS FOR CANNING BRIDGE AND RISELEY CENTRE (REC) (ATTACHMENT)

	Recommendation	Comments
3	Extend or remove paid parking time limits and revise existing time limits in non-paid parking areas	<ul style="list-style-type: none"> • If/where paid parking is introduced, time limits could be extended or removed. This can give customers greater control over their parking choices. • This action could be accompanied by introducing a progressive parking pricing scheme which imposes a high cost per hour for longer stays (e.g. - \$1 an hour for the first hour, \$2 for second hour and so on). • It is suggested that time limits in other non-paid parking areas be revised to encourage more turnover.
4	Use parking meter revenue generated in the centre to improve the centre	<ul style="list-style-type: none"> • A proportion of the parking revenue generated in a centre (for example 50%) could be used to manage parking, improve walking or cycling options or upgrade streetscapes in the centre. • This would provide a direct benefit for local businesses, landowners and visitors for accepting paid parking and help fund activity centre improvements. • It could be accompanied by positive marketing messages, which could have CoM branding benefits.
5	Assist (where possible) local businesses and landowners to better manage parking on private land	<ul style="list-style-type: none"> • As previously highlighted, most of the parking in the study area is on private land and the responsibility of businesses and landowners. • Most parking on private land is either unmanaged or poorly managed (e.g. staff only parking designations or wheel-clamping). • Assisting businesses and landowners to better manage private parking areas would significantly improve parking outcomes in the study area. • Assistance could include: <ul style="list-style-type: none"> – Providing information on private parking managers (e.g. Wilsons) – Providing Travelsmart training and advice – Providing information on options for staff parking
6	Improve the design of parking bays and safety	<ul style="list-style-type: none"> • The design of parking areas could be improved to make them safer and potentially also accommodate more parking. • Concerns were raised in some areas – for example Kearns Crescent – that the existing road and traffic speeds made it dangerous • This can be considered in streetscape upgrades projects.

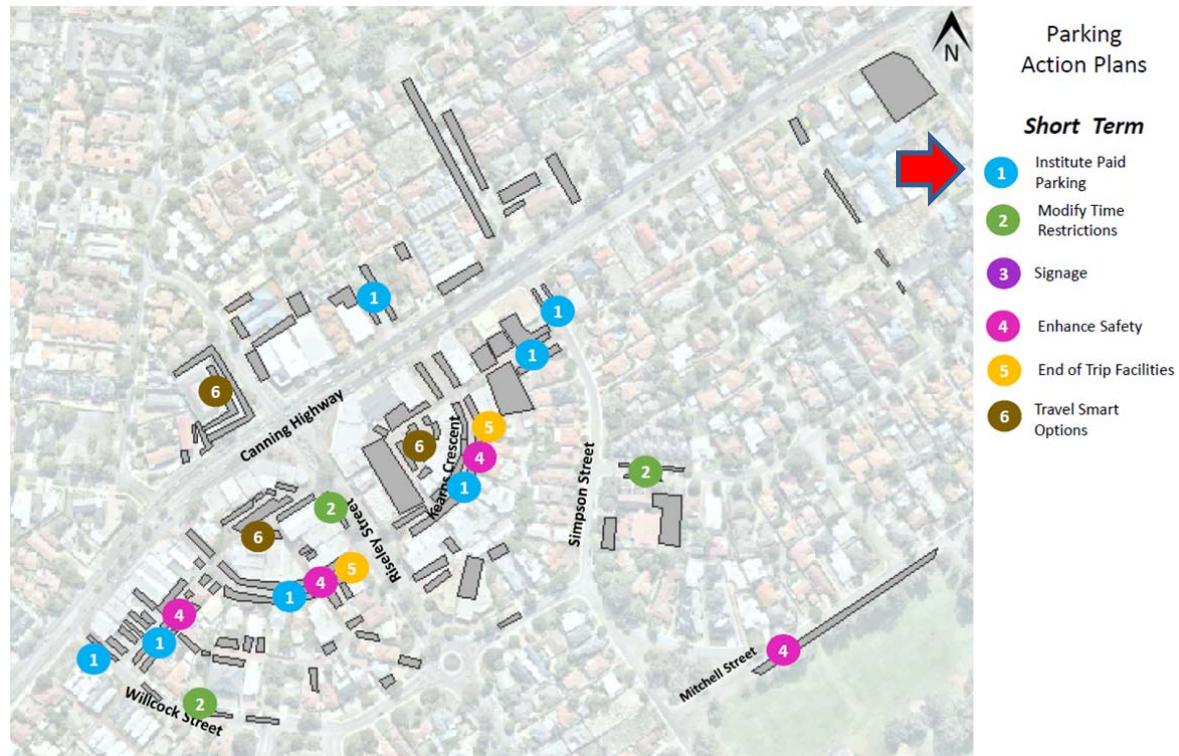
P15/3666 – PARKING MANAGEMENT PLANS FOR CANNING BRIDGE AND RISELEY CENTRE (REC) (ATTACHMENT)

	Recommendation	Comments
7	Improve infrastructure such as parking information signage	<ul style="list-style-type: none"> Existing parking signage in the area is very old. Motorists may be willing to park in a different area if they knew more about the options. For instance, a large existing parking area on Mitchell Street is less than 5 minutes walk to the Riseley Centre, is suitable for long term staff parking and yet is barely used. Some of the parking frustrations could be reduced through convenient and accurate information on parking availability and pricing. Much better information could also made available through the website, brochures and/or web applications. Potential safety concerns about staff parking further away from their workplace at night could also be addressed by improving street lighting, footpaths, road crossing and other CPTED options.
8	Promote walking and cycling to/from/within the centre through Travelsmart programs and upgrading infrastructure	<ul style="list-style-type: none"> Travelsmart programs could make a big difference by promoting more walking and cycling to/from/within the centres and should be prioritised. Improving the physical conditions for walking and cycling including shade and amenity, infrastructure such as safe crossing points and footpaths, dedicated bike lanes, seats and more greenery can have a range of positive outcomes to improve parking issues. For example, it would encourage more people to: <ul style="list-style-type: none"> Walk rather than drive, which has positive social, health and environmental outcomes Park once and then walk between different destinations within the centre Park on the periphery of the centre and walk in to the core rather than trying to find a parking spot right outside the destination. Improving walking and cycling options would reduce pressure on the 'prime' parking bays.
9	Better enforcement of car parking restrictions on public land (City of Melville responsibility) and private land (private landowner responsibility)	<ul style="list-style-type: none"> Compliance with parking restrictions was one of the key issues identified across the study area and an opportunity to improve. The City currently manages all parking enforcement in CoM-managed car parks. Most private parking areas have no parking enforcement (except for isolated examples such as wheel-clamping outside Applecross Australia Post). The City will manage parking enforcement in CoM-managed car parks, which will be assisted by the proposed additional Ranger to be employed. The City can also provide advice to local businesses and landowners to better enforce parking on private land (similar to Recommendation 5 above).

P15/3666 – PARKING MANAGEMENT PLANS FOR CANNING BRIDGE AND RISELEY CENTRE (REC) (ATTACHMENT)

Proposed Paid Parking Locations in Riseley Centre

One of the important recommendations for Council to be aware of is potential paid parking in the Riseley Centre as shown in the map below.



Paid parking becomes necessary where other management techniques are not sufficient to manage parking demand. The parking issues evident in Kearns Crescent could be better managed through paid parking.

The identified locations are 'prime' parking bays, with good access to adjacent businesses. It is therefore important to make sure that:

- Short term parking is prioritised with the first hour free. This promotes a higher turnover of bays.
- Long term parking, particularly staff parking, is dis-incentivised through paid parking.
- Enforcement is made easier (checking to see whether a valid ticket is on each car is much easier than other methods of enforcement)

The fee payable would be the same as on-street parking in Canning Bridge, which is \$2.00 per hour (after the first hour).

P15/3666 – PARKING MANAGEMENT PLANS FOR CANNING BRIDGE AND RISELEY CENTRE (REC) (ATTACHMENT)

STAKEHOLDER ENGAGEMENT

Advertising Required: Yes

I. COMMUNITY

Elected Members were briefed on the strategy at the Elected Members Information Session held on 6 October 2015. The next step in the project is extensive community consultation and engagement. Public advertising would be conducted through the following methods:

- Information available on the City's website, We're Listening Melville and at the front counter at the Civic Centre
- Information available at the Civic Centre Library and Canning Bridge Library
- A survey available via We're Listening Melville and in hard copy
- Email to existing project update databases (around 300 people)
- The About Melville advertorial
- Media Release(s)
- Corporate eNews
- Facebook & Twitter posts
- Onsite signage / stickers on parking machines
- Information sessions

The goals of the consultation and engagement would be as follows:

Inform	Let people know what is happening, what the research found and how they can get involved
Consult	Present the draft plans to stakeholders and the community and ask for feedback and improvements
Engage	Engage particularly with local businesses and landowners on the issues, options for action and risks of taking no action

II. OTHER AGENCIES / CONSULTANTS

Formal consultation with other agencies is not required. Notwithstanding, the City will provide information to the Department of Transport on the proposed plans given that it is involved in planning for the Canning Highway corridor and parking management in general.

P15/3666 – PARKING MANAGEMENT PLANS FOR CANNING BRIDGE AND RISELEY CENTRE (REC) (ATTACHMENT)

STATUTORY AND LEGAL IMPLICATIONS

There are no statutory or legal implications.

FINANCIAL IMPLICATIONS

Ongoing Revenue Generation

The City would be able to derive additional revenue if paid parking were introduced in high demand parking areas and by improving parking enforcement including the levying parking fines for motorists that do not comply with the relevant restrictions. It is recommended that some of this additional revenue be used to upgrade the relevant area. This would provide a benefit for the landowners and community funded by the introduction of paid parking.

Infrastructure Upgrades

Some of the recommendations made in the report would require capital funding to upgrade, develop and change car parking areas, footpaths and/or cycle paths. The recommendations can be considered as part of proposed streetscape upgrades or future capital works projects.

STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS

There are no strategic implications with this proposal. The Parking Management Plans will help the activity centres to develop in accordance with the approved structure plans.

There are a number of risk implications, with the main identified risks summarised below.

Identified Risk	Level of Risk	Risk Mitigation Strategy
Community opposition to the plan	Moderate consequences which are likely, resulting in an High level of risk	<ul style="list-style-type: none"> • Acknowledge and understand that there will be different opinions • Be open and transparent • Ensure correct process is followed • Focus on outcomes – i.e. better parking management is more effective, easier and cheaper than alternatives
Local landowner/businesses oppose the plan and/or do not manage parking on private land	Moderate consequences which are likely, resulting in an High level of risk	<ul style="list-style-type: none"> • The City can only manage its own parking areas. The responsibility for managing parking on private land rests with landowners/businesses • Engage particularly with local businesses and landowners on the issues, options for action and risks of taking no action • Focus on outcomes – i.e. better parking management is more effective, easier and cheaper than alternatives

P15/3666 – PARKING MANAGEMENT PLANS FOR CANNING BRIDGE AND RISELEY CENTRE (REC) (ATTACHMENT)

There are no environmental management implications with this application.

POLICY IMPLICATIONS

There are no policy implications.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

There are a number of alternate options available for Council to consider which are summarised below.

Alternate Option	Implication
Do not support the preparation of Parking Management Plans for the Canning Bridge and Riseley Centres	There would be no changes to parking or parking management in the study area. Perceived parking issues would be likely to increase in future if no proactive action is taken by the City.
Change some of the information or details in the draft Parking Management Plans	This can be done via a resolution of Council and the draft Plans could be updated prior to public advertising.
Do not publicly advertise the draft Parking Management Plans and begin implementation following a Council decision	It is important the community, landowners and businesses are involved in the preparation of the plans and take some ownership of the issues. There would be no community involvement in the issue if the plans are not advertised and comments/suggestions sought. This approach would likely generate significant community concern and may compromise changes to parking in the area.

P15/3666 – PARKING MANAGEMENT PLANS FOR CANNING BRIDGE AND RISELEY CENTRE (REC) (ATTACHMENT)

CONCLUSION

The main reason for managing parking is to create a greater “turnover” of cars in high demand locations so that one car parking space can be used by as many cars as possible each day. Long term parking in high demand locations means that other people cannot use the bay which exacerbates perceived parking issues.

The research indicates that there is sufficient parking in each centre overall, but there are issues with how the parking is used and managed. Some parking areas, such as Kearns Crescent in the Riseley Centre, are close to capacity, while other parking areas a short walk away are often empty.

Paid parking becomes necessary where other management techniques are not sufficient to manage parking demand. The parking issues evident in Kearns Crescent for example could be better managed through paid parking.

Long-term staff parking in the core of the centres is one of the major issues to address. Allowing staff to park “right outside the front door” means that customers cannot use these bays. It is often a simple choice for businesses – should the available car parking bays be used for customers who drive sales in the shop or staff that park all day? A key success factor would be encouraging longer term parking for staff and park and ride on the periphery of the centres, which would provide for more bays in the core of the centres for short term parking.

The goals for the proposed Parking Management Plans are listed below:

1. Prioritise short-term parking in the central areas of activity centres and shift longer-term parking to the periphery (e.g. staff parking);
2. Focus on effective parking management measures as it is more effective, cheaper and easier to manage parking rather than attempting to satisfy parking demand
3. Focus on improving people’s access to activity centres by promoting walking, cycling, public transport and parking management

The following key recommendations have been made to better manage parking:

1. Implement paid parking in high demand areas of the Riseley Centre with the first hour free
2. Consider a market-based pricing system in future for paid parking
3. Extend or remove time limits where there is paid parking and revise existing time limits in non-paid parking areas
4. Use parking meter revenue generated in the centre to help improve the centre
5. Assist (where possible) local businesses and landowners to better manage parking on private land
6. Improve the design of parking bays and safety
7. Improve infrastructure such as parking information signage
8. Promote walking and cycling to/from/within the centre through Travelsmart programs and upgrading infrastructure
9. Better enforcement of car parking restrictions on public land (City of Melville responsibility) and private land (private landowner responsibility)

P15/3666 – PARKING MANAGEMENT PLANS FOR CANNING BRIDGE AND RISELEY CENTRE (REC) (ATTACHMENT)**OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (3666)****APPROVAL****That the Council:**

- 1. Note the information provided in the Draft Parking Management Plans for the Canning Bridge and Riseley Centres.**
- 2. Request that the Draft Parking Management Plans for the Canning Bridge and Riseley Centres be publicly advertised for at least 21 days to seek comments on submissions on the draft plans.**
- 3. Request that a further report be presented to the Council following the completion of the public advertising of the Draft Parking Management Plans for the Canning Bridge and Riseley Centres.**

At 8.00pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY EN BLOC (12/0)

T15/3673 – TECHNICAL SERVICES POLICY REVIEW (REC) (ATTACHMENT)

Ward : All
 Category : Policy
 Subject Index : BMS – Council Policies
 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 : T13/3441 – Technical Services Policy Review – 10 December 2013
 Works Programme : Not Applicable
 Funding : Not Applicable
 Responsible Officer : John Christie
 Director Technical 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 checked="" type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes & 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>

T15/3673 – TECHNICAL SERVICES POLICY REVIEW (REC) (ATTACHMENT)**KEY ISSUES / SUMMARY**

- The policies within the responsibility of the Director Technical Services have been reviewed and brought forward with amendments for consideration and adoption.
- Policies that are defined as Council Policy require the approval of Council whereas Operational Policies are approved by the Chief Executive Officer.
- Significant changes were made to CP-029 – Street Tree Policy and CP-086 – Verge Treatment Policy. Only minor changes were made to the other policies.
- It is recommended that the nine policies reviewed by the Director Technical Services be approved.

BACKGROUND

A two year review cycle has been implemented to ensure all Council Policies remain current.

The Policies presented in this report have been reviewed by staff with significant and minor changes being made.

DETAIL

All policies are held under one of two categories being, Council Policies or Operational Policies. The policies that are required to be approved by Council relate to:

- Strategic Positioning of Council
- Executive Functions
- Legislative Functions
- Chief Executive Officer and Senior Officer Appointments
- 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 (CEO) 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 (subject to Section 5.37(2) of The Act) in relation to senior 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 Council within the limitations as set by Section 5.43 of The Act

T15/3673 – TECHNICAL SERVICES POLICY REVIEW (REC) (ATTACHMENT)

This report provides comment on policies from the area of responsibility of the Director Technical Services and includes:

[3673 - CP 001 Citizenship Ceremonies Policy](#)
[3673 - CP 029 Street Tree Policy](#)
[3673 - CP 030 Environmental Policy](#)
[3673 - CP 031 Asset Management Policy](#)
[3673 - CP 033 Path Policy](#)
[3673 - CP 034 Road Safety Audit Policy](#)
[3673 - CP 035 School Parking Policy](#)
[3673 - CP 036 Waste Minimisation Policy](#)
[3673 - CP 086 Verge Treatment Policy](#)

Changes in the Policies are highlighted below:

CP-001 – Citizenship Ceremonies Policy

There are no changes to this policy.

CP-029 – Street Tree Policy

A number of changes to the wording and formatting of the policy were made to improve clarity and readability.

The Helliwell method will no longer be the tool used to determine the value of street trees when they are to be protected as part of a development application. A specific valuing method will now be utilised to reflect the true value of street trees in the City. The method to be used has been derived from the City of Melbourne Tree Amenity Value Formula which has been used by an increasing number of local governments in Australia. The relative advantage of this method over the current City of Melville's tree evaluation method (the Helliwell system) is that the City of Melbourne has taken accepted international standards for basic tree evaluation and applied them to Australian species, conditions and requirements. For example, it more practically applies the concept of Useful Life Expectancy (ULE) by utilising demonstrated performance criteria of Australian species in urban environments. Some additional modifications have been necessary to better fit the City of Melbourne method to West Australian conditions and species availability, which can differ markedly from those presented in South Eastern Australia, Europe and North America.

In summary the tree valuations will be based on the following formula:

Value = Basic value x Species x Aesthetics x Locality x Condition

T15/3673 – TECHNICAL SERVICES POLICY REVIEW (REC) (ATTACHMENT)

The below table provides an indication of the values of common tree species in the City;

Species	Condition		
	Good (20+ yrs)	Fair (<20 yrs)	Poor (<5 yrs)
Queensland Box 50cm DBH	\$16,269	\$12,202	\$2,260
Jacaranda 50cm DBH	\$23,241	\$17,431	\$3,228
WA Peppermint 75cm DBH	\$26,147	\$19,610	\$3,631
Weeping Bottlebrush 40cm DBH	\$13,178	\$9,883	\$1,446
Lemon-scented Gum 120 cm DBH (proposed library courtyard)	\$99,164	\$59,498	\$9,916

(DBH stands for diameter at breast height)

Where a tree is to be protected the fair value of the tree, once determined by the above formula, will be included as a condition of planning approval or as an advice note. This will ensure the developer is fully aware of the value of the tree prior to commencing development.

The other significant change is the City will no longer have a requirement for all street trees that are planted to be 100L in size. The size of the tree will be determined by the City. This will allow for the City to utilise other species that are not readily available in 100L and reduce the cost to purchase trees. The City will still plant 100L trees in circumstances such as but not limited to, high profile locations or where trees are prone to vandalism.

The following sentence has also been added to the Policy - The City will actively promote the planting of street trees and reserves the right to plant street trees on council verges adjacent to residential properties where no street trees currently exist.

CP-030 – Environmental Policy

There are no changes to this policy. As part of the recent organisational restructure the policy will be the responsibility of the Business Improvement Team. This policy will potentially be combined into a Safety, Environment and Quality Policy when reviewed by the Business Improvement Team.

CP-031 – Asset Management Policy

There are only minor changes to this policy including the additional reference to ISO55000, the International Standard for Asset Management and the Australian Infrastructure Financial Management Guidelines, the inclusion of 'structures' to the list of infrastructure assets and the clarification of 'life cycle' cost.

T15/3673 – TECHNICAL SERVICES POLICY REVIEW (REC) (ATTACHMENT)CP-033 – Path Policy

There are only minor changes to this policy including clarification of the inclusion of paths both alongside roads as well as those in parks.

CP-034 – Road Safety Audit Policy

The only minor change to this policy was adjusting the references to 'Manager Engineering Design' to 'Manager Engineering'.

CP-035 – School Parking Policy

The only change to this policy was a minor change to the wording to improve readability.

CP-036 – Waste Minimisation Policy

There is only a minor change to this policy being the updating of the diversion targets.

CP-086 – Verge Treatment Policy

A number of changes to the wording and formatting of the policy were made to improve clarity and readability.

The significant change to this policy is a reduction in the allowable area to be paved from 100% to 50%. The following are the benefits of this change;

- A reduction in paved area on the verge reduces the amount of stormwater run-off into the City's piped systems therefore reducing the impact on the drainage system.
- A reduced amount of stormwater run off entering wetlands and rivers will reduce pollutants entering these environmentally sensitive areas.
- A greater amount of rainwater infiltrating the verge will provide benefits to street trees and vegetation growing on the verge.
- Assist in mitigating the urban heat island effect by increasing the use of materials that absorb less heat than paving.

Another change is the previous policy made note that no plant shall be over 600mm in height; the City has found that many verges have shrubs higher than 600mm that did not impact on sightlines and were considered safe. The policy in general terms still uses 600mm as a guide however the City will allow plantings to be over 600mm as long as there is no conflict with sightlines. The City will use Austroads Guide to Traffic Management to guide whether a plant needs to be removed or if it can be retained when sightlines are impacted by plantings.

The Policy now states that structures are not permitted on the verge without approval from the City.

T15/3673 – TECHNICAL SERVICES POLICY REVIEW (REC) (ATTACHMENT)

STAKEHOLDER ENGAGEMENT

I. COMMUNITY

Not Applicable

II. OTHER AGENCIES / CONSULTANTS

Not Applicable

STATUTORY AND LEGAL IMPLICATIONS

The policies are consistent with the current *Local Government Act 1995* and relevant Regulations.

FINANCIAL IMPLICATIONS

Policies set out various strategic positions of the Council. The commitments of the Council as identified in Council Policies will be reflected in future Capital and Operational Programs which will be presented as part of the formal budget setting process.

STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS

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

Risk Statement	Level of Risk	Risk Mitigation Strategy
Administration undertakes functions delegated by the Council in a manner not in accordance with the Council's objectives causing reputational risk.	Minor to Major depending on issue.	Ensure sound Council policies are in place that provides clear guidance to the administration.
Policies are not in compliance with legislative requirements or contemporary standards.	Minor consequences which are possible, resulting in a Medium level of risk	Periodic review mitigates against outdated legislative or other relevant references.

POLICY IMPLICATIONS

Should the Council resolve to adopt the policies as presented within this report, then these will replace the previous policies.

T15/3673 – TECHNICAL SERVICES POLICY REVIEW (REC) (ATTACHMENT)**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

There are no alternative options presented as part of this report.

CONCLUSION

The individual policies have been reviewed by senior officers and their amendments are consistent with the current provisions of the *Local Government Act 1995* and relevant Regulations.

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (3673)**APPROVAL**

That the Council approve the nine policies reviewed by the Director Technical Services as contained in the following attachments:

[3673 - CP 001 Citizenship Ceremonies Policy](#)

[3673 - CP 029 Street Tree Policy](#)

[3673 - CP 030 Environmental Policy](#)

[3673 - CP 031 Asset Management Policy](#)

[3673 - CP 033 Path Policy](#)

[3673 - CP 034 Road Safety Audit Policy](#)

[3673 - CP 035 School Parking Policy](#)

[3673 - CP 036 Waste Minimisation Policy](#)

[3673 - CP 086 Verge Treatment Policy](#)

At 8.00pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY EN BLOC (12/0)

CD15/8075 - POLICY REVIEW – COMMUNITY DEVELOPMENT (REC) (ATTACHMENT)

Ward	:	All
Category	:	Policy
Subject Index	:	Community Development 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	:	CD13/8057 Policy Review – Ordinary Meeting of the Council, November 2013
Works Programme	:	Not Applicable
Funding	:	Not Applicable
Responsible Officer	:	Christine Young Director Community Development

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 & 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 (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/Committee to note.</i>

CD15/8075 - POLICY REVIEW – COMMUNITY DEVELOPMENT (REC) (ATTACHMENT)**KEY ISSUES / SUMMARY**

- The policies within the responsibility of the Director Community Development have been examined and brought forward with amendments for consideration and adoption.
- Policies that are defined as Council Policy require the approval of the Council whereas Operational Policies are approved by the Chief Executive Officer.

BACKGROUND

Officers have reviewed the Community Development policies endorsed in 2013 and have now brought the reviewed policies with proposed amendments to the Council for consideration. A two yearly review cycle has been implemented to ensure all policies remain current.

DETAIL

All policies are held under one of two categories - Council Policies or Operational Policies. The policies that are required to be approved by the Council relate to:

- Strategic Positioning of Council
- Executive Functions
- Legislative Functions
- Chief Executive Officer and Senior Officer Appointments
- 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 (CEO) 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 (subject to Section 5.37(2) in relation to senior 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 Council within the limitations as set by
- Section 5.43 of the Act.

This report provides comment on policies from the Director Community Development. All policies referred to in this report are provided as:

CP-028 Physical Activity
CP-040 Public Health and Wellbeing Policy
CP-038 Discretionary Services Policy
CP-037 Neighbourhood Development Policy
CP-002 Stakeholder Engagement Policy

CD15/8075 - POLICY REVIEW – COMMUNITY DEVELOPMENT (REC) (ATTACHMENT)

Of the five policies reviewed by the Director Community Development:

Major Change: 1 – as shown below
Minor change: 2 - as shown below
No change: 2 - as shown below

CP-028 Physical Activity

Document has been reviewed with no changes required.

CP-040 Public Health and Wellbeing Policy

Document has been reviewed with no changes required.

CP-038 Discretionary Services Policy

Minor changes to align with other relevant documents.

CP-037 Neighbourhood Development – Community Hub Policy

Minor changes that include updated reference to Council endorsed Community Hub Strategy and also seek to expand on the definition of community hub.

CP-002 Stakeholder Engagement Policy

This policy has been updated to reflect international best practice and improvements to City practice in the community and stakeholder engagement field. It also clarifies the role of stakeholder engagement in the decision making process of the Council.

STAKEHOLDER ENGAGEMENT**I. COMMUNITY**

Whilst no specific engagement has occurred in relation to these policies directly, they are informed by ongoing relationships and engagement with stakeholders and the community guided by the implementation of key informing documents developed with extensive community and stakeholder input. These include:

- Strategic Community Plan, People, Places Participation 2012 - 2022
- Neighbourhood Plans
- Health and Wellbeing Plan
- Stakeholder Engagement Framework

II. OTHER AGENCIES / CONSULTANTS

As per I. above

STATUTORY AND LEGAL IMPLICATIONS

This review of policies has particularly included references to legislation to support the policy position. The policies are consistent with the current Act and relevant Regulations.

CD15/8075 - POLICY REVIEW – COMMUNITY DEVELOPMENT (REC) (ATTACHMENT

FINANCIAL IMPLICATIONS

CP-028 Physical Activity Policy

There are costs associated with the provision of opportunities for physical activity that include (but not limited to) the provision of facilities, open spaces, sporting club support and development, programmes at recreation facilities, and the bicycle and pedestrian path network.

CP-040 Public Health Wellbeing Policy

There are costs associated with the promotion of public health and wellbeing through urban planning, social and physical infrastructure, health protection initiatives, and community programs.

CP-038 Discretionary Services Review Policy

There are costs associated with the provision of discretionary services, and through the review of such services. Cost savings can be made through the review of such services.

CP-037 Neighbourhood Development – Community Hub Policy

There are costs associated with the provision of community hub infrastructure and planning. Cost savings can be achieved through proper community hub planning which sees more effective use of community facilities.

CP-002 Stakeholder Engagement Policy

There are costs associated with the implementation of the stakeholder engagement policy. Cost savings can be realised through well designed engagement processes which inform good decision making which has sustainable outcomes.

STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS

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

Risk Statement	Level of Risk	Risk Mitigation Strategy
Administration undertakes functions delegated by Council in a manner not in accordance with Council's objectives causing reputational risk.	Minor to Major depending on issue.	Ensure sound Council Policies are in place that provides clear guidance to the administration.
Policies are not in compliance with legislative requirements or contemporary standards and practice.	Minor consequences which are possible, resulting in a Medium level of risk.	Regular review mitigates against outdated legislative or other relevant references.

**CD15/8075 - POLICY REVIEW – COMMUNITY DEVELOPMENT (REC) (ATTACHMENT
POLICY IMPLICATIONS**

All Council Policies are being reviewed and a significant number will be amended as a consequence of the review.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

There are no alternative options presented as part of this report.

CONCLUSION

The individual policies have been reviewed by senior officers and their amendments are consistent with the current provisions of the *Local Government Act 1995* and Regulations.

OFFICER RECOMMENDATION (8075)**APPROVAL**

At 7.07pm Cr Schuster moved, seconded Cr Robartson –

That the Council approve the five policies reviewed by the Director Community Development as contained in the following attachments:

CP-028 PHYSICAL ACTIVITY

CP-040 PUBLIC HEALTH WELLBEING

CP-038 DISCRETIONARY SERVICES

CP-037 NEIGHBOURHOOD DEVELOPMENT - COMMUNITY HUB

CP002 STAKEHOLDER ENGAGEMENT

Amendment

The following amendment was accepted by the mover and seconder and incorporated in the recommendation.

That the Council;

- 1 Amend Council Policy CP-002 Stakeholder Engagement Policy by deleting the diagram headed IAP2 Public Participation Spectrum and inserting the following diagram:***

**CD15/8075 - POLICY REVIEW – COMMUNITY DEVELOPMENT (REC) (ATTACHMENT
POLICY IMPLICATIONS**

iap2 public participation spectrum

developed by the international association for public participation

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public issues and concerns are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and issues are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
EXAMPLE TOOLS	<ul style="list-style-type: none"> • Fact sheets • Websites • Open houses 	<ul style="list-style-type: none"> • Public comment • Focus groups • Surveys • Public meetings 	<ul style="list-style-type: none"> • Workshops • Deliberate polling 	<ul style="list-style-type: none"> • Citizen Advisory committees • Consensus-building • Participatory decision-making 	<ul style="list-style-type: none"> • Citizen juries • Ballots • Delegated decisions

2 *Note the attachment CP002 Stakeholder Engagement in the recommendation with “as amended”.*

COUNCIL RESOLUTION (8075)

APPROVAL

That the Council;

1 *Amend Council Policy CP-002 Stakeholder Engagement Policy by deleting the diagram headed IAP2 Public Participation Spectrum and inserting the following diagram:*

**CD15/8075 - POLICY REVIEW – COMMUNITY DEVELOPMENT (REC) (ATTACHMENT
POLICY IMPLICATIONS**

iap2 public participation spectrum

developed by the international association for public participation

	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problems, alternatives and/or solutions.	To obtain public feedback on analysis, alternatives and/or decision.	To work directly with the public throughout the process to ensure that public issues and concerns are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and issues are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.
EXAMPLE TOOLS	<ul style="list-style-type: none"> • Fact sheets • Websites • Open houses 	<ul style="list-style-type: none"> • Public comment • Focus groups • Surveys • Public meetings 	<ul style="list-style-type: none"> • Workshops • Deliberate polling 	<ul style="list-style-type: none"> • Citizen Advisory committees • Consensus-building • Participatory decision-making 	<ul style="list-style-type: none"> • Citizen juries • Ballots • Delegated decisions

- 2 **Note the attachment CP002 Stakeholder Engagement in the recommendation with “as amended”.**
3. **Approves the five policies reviewed by the Director Community Development as contained in the following attachments:**

CP-028 PHYSICAL ACTIVITY

CP-040 PUBLIC HEALTH WELLBEING

CP-038 DISCRETIONARY SERVICES

CP-037 NEIGHBOURHOOD DEVELOPMENT - COMMUNITY HUB

CP002 STAKEHOLDER ENGAGEMENT as amended

At 7:08pm the Mayor submitted the substantive motion, as amended, which was declared
CARRIED UNANIMOUSLY (12/0)

Reasons for Amendment

It was highlighted at the Agenda Briefing Forum on the 3 November 2015 that the diagram shown on the Council Policy CP-002 Stakeholder Engagement Policy showing the IAP2 Public Participation Spectrum was confusing in regard to the arrow depicted at the top of the image.

A revised Public Participation Spectrum has been done to show the same information without the arrow at the top of the image.

The text points underneath the diagram explain how it is used and remain the same.

CD15/8076 - CANNING BRIDGE PARKING STATION NUMBER 13 THE ESPLANADE MT PLEASANT (AMREC)

Ward	: Applecross/Mt Pleasant
Category	: Operational
Subject Index	: Parking Control
Customer Index	: N/A
Disclosure of any Interest	: No Officer involved in the preparation of this report has a declarable interest in this matter.
Previous Items	: N/A
Works Programme	: 2015/2016
Funding	: Not Applicable
Responsible Officer	: Brodie Dawkins Manager Neighbourhood Amenity

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 checked="" 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 & 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>

**CD15/8076 - CANNING BRIDGE PARKING STATION NUMBER 13 THE ESPLANADE MT
PLEASANT (AMREC)****KEY ISSUES / SUMMARY**

- The Canning Bridge Senior Citizens building has recently been demolished.
- There is an opportunity to utilise as an interim land use measure the remaining car park as a fee paid parking station until the Council determines the long term use for the site.
- The Council is required to determine the fees and charges for the parking station in accordance with Section 6.16 of the *Local Government Act 1995*.

BACKGROUND

The Canning Bridge Senior Citizens building has recently been demolished. The facility is located within the Canning Bridge Commercial Precinct which is subject to on-street and off-street fee paid parking meter fees since 2006.

Vehicles are utilising the car park for free at present and avoiding paying a fee.

The facility is already included as a Parking Station No 13 in the City of Melville Local Law Relating to Parking Facilities.

There is an opportunity to utilise the remaining car park (17 bays) as a temporary fee paid parking station by installing a parking meter on the site until Council determines the long term use for the site.

DETAIL

The current fee's and charges approved by Council for the 2015/2016 financial year lists individually each off-street car park (Raffles, Apex Reserve, Moreau Mews and Canning Beach Road).

As this car park is not listed in the Schedule of Fees and Charges adopted in June 2015, officers are seeking the Council's approval to charge a fee. It is proposed to apply the same fees as those outdoor off-street car parks listed above in the precinct; that is \$1.50 per hour or \$8.00 all day being 8:00am – 6:00pm.

The hours requiring payment of a fee is proposed to be the same as the Apex Reserve car park, 8:00am – 6:00pm.

CD15/8076 - CANNING BRIDGE PARKING STATION NUMBER 13 THE ESPLANADE MT PLEASANT (AMREC)

STAKEHOLDER ENGAGEMENT

I. COMMUNITY

Before introducing the fees the Council must give local public notice of its intention to do so and the date from which it is proposed to introduce the fees and charges imposed.

II. OTHER AGENCIES / CONSULTANTS

Not applicable

STATUTORY AND LEGAL IMPLICATIONS

The facility is already included as a Parking Station No 13 in the City of Melville Local Law Relating to Parking Facilities and prior to installing fee paid parking at this site the Council is required to determine the fees and charges for the Parking station in accordance with Section 6.16 of the *Local Government Act 1995*.

Advertising is required in accordance with the provisions of the section 6.19 of the *Local Government Act 1995*.

FINANCIAL IMPLICATIONS

1. There are minimal direct up front costs as a spare parking meter purchased last financial year from the Fiona Stanley Hospital Parking Precinct project is available.
2. There will be minor installation costs (\$300 estimated) for a new footing and upgrading signage which will be covered under existing budget allocations for maintenance.
3. There are no on-going financial implications for the Council in this application.
4. Income from the car park is estimated at \$24,000 per financial year, this figure is based on the income generated from the Apex Reserve car park.

STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS

Risk Statement	Level of Risk	Risk Mitigation Strategy
Not having a consistent approach to off-street paid parking impacting the management of parking in the area.	Moderate consequences which are likely, resulting in a High level of risk	Install parking meter and charge same fees as other off-street car parks.

**CD15/8076 - CANNING BRIDGE PARKING STATION NUMBER 13 THE ESPLANADE MT
PLEASANT (AMREC)****POLICY IMPLICATIONS**

There is no Council Policy that relates to this item

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

The Council could decide to leave this car park as a non fee paid car park which would result in inconsistent approaches to the management of parking in the area and impact the use of other fee paid parking in the area.

CONCLUSION

There is now an opportunity to require a payment of a fee for utilising the parking bays at Parking station Number 13 which was previously used by the Canning Bridge Senior Citizens user group.

Within the Canning Bridge Precinct the City currently charges fees at off-street car parks. It is recommended that fees are introduced at this parking station in-line with other outdoor off-street car parks.

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (8076)**ABSOLUTE MAJORITY**

At 7.08pm Cr Schuster moved, seconded Cr Aubrey –

That the Council:

- 1. By Absolute Majority Decision, impose Parking Fees of \$1.50 per hour and \$8.00 all day being 8:00am – 6:00pm for the Canning Bridge Car Parking Station Number 13.**
- 2. Advertise the new Parking Fees for the Canning Bridge Car Parking Station Number 13 in a newspaper circulating the district.**

At 7:08pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY (12/0)

M15/5445 - COUNCIL MEETING CYCLE (REC) (ATTACHMENT)

Ward : All
 Category : Operational
 Subject Index : Schedule of Meetings
 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 : M14/5385 – Council Meeting Cycle – October 2014 – Ordinary Meeting of Council
 Works Programme : Not Applicable
 Funding : Not Applicable
 Responsible Officer : Jeff Clark
 Governance & Compliance Program Manager

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 checked="" 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 & policies.</i>
<input type="checkbox"/>	Review	<i>When the Council reviews 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/Committee to note.</i>

M15/5445 - COUNCIL MEETING CYCLE (REC) (ATTACHMENT)**KEY ISSUES / SUMMARY**

- This report summarises the monthly Ordinary Meetings of Council cycle to commence in February 2016.
- The report recommends adoption of the proposed meeting schedule.

BACKGROUND

The Council Meeting Cycle was reviewed in October 2014 and it was resolved to continue a monthly meeting cycle whereby the Agenda Briefing Forum would be scheduled for the first Tuesday of each month and the Ordinary Meeting of Council held on the third Tuesday of every month except in January when Council is in recess and December when meetings are brought forward.

It was also resolved that the Ordinary Meeting of Council and the Council Agenda Briefing Forums would be rescheduled in October of each Local Government Election year. The rescheduling of the October meetings allows the meeting cycle to be completed prior to the commencement of the newly Elected Members. As no elections are scheduled to be held in 2016, there was no need to reschedule any of the meeting dates.

The Ordinary Meeting of Council and the Council Agenda Briefing Forum are both open to the public with decision making by Council only taking place at the Ordinary Meeting of Council.

DETAIL

An attachment showing the proposed meeting cycle has been prepared to inform Elected Members [5445 Meeting Cycle Calendar](#) of the proposed meeting schedule.

The meeting dates for December 2016 have been brought forward to allow completion of the meeting cycle on the second Tuesday of December as is the practice in 2015.

STAKEHOLDER ENGAGEMENT**I. COMMUNITY**

The City informs the public of the dates that meetings will be held through the media, press releases and notices at the Civic Centre, Libraries and website. When adopted, the meeting schedule for the 2016 year will be advertised in a local newspaper.

M15/5445 - COUNCIL MEETING CYCLE (REC) (ATTACHMENT)**II. OTHER AGENCIES / CONSULTANTS**

Whilst no direct consultation has taken place with other agencies the views of the Department of Local Government as expressed in the Local Government Operational Guideline Number 05 relating to Council Forums, Operations and Procedures has been taken into account in the preparation of this report

STATUTORY AND LEGAL IMPLICATIONS

The Local Government Act 1995, Section 5.3 - Ordinary and Special Council Meetings provides that:-

- (1) *A Council is to hold ordinary meetings and may hold special meetings.*
- (2) *Ordinary meetings are to be held not more than three months apart.*

Council must formally resolve to provide its meeting schedule for the next 12 months and advertise the times and date for future meetings of the Council and the Ordinary Meeting of Council Agenda Briefing Forum. Should Council resolve to adopt the proposed meeting cycle, Section 5.25(1) (g) of the *Local Government Act 1995* requires that local public notice of meetings is provided.

The *Local Government (Administration) Regulations 1996* require at Regulation 12(2), that the Local Government give local public notice of any change to advertised meetings date, time or place.

FINANCIAL IMPLICATIONS

A provision for the cost of advertising is held in an operational budget cost centre.

STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS

Matters will be brought to the Council on 11 occasions and where required, a Special Meeting of Council will be held to resolve urgent matters or those matters that will absorb a full Council agenda. There is no risk or environmental management implications in this report.

POLICY IMPLICATIONS

There are no policy implications in this report.

M15/5445 - COUNCIL MEETING CYCLE (REC) (ATTACHMENT)**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

The current model provides for 11 scheduled meetings per annum with a provision to call Special Meetings of Council where a matter requires urgent attention.

There is an option to revert to a prior model which provided for 12 meetings of Council from February to December. A more frequent cycle of Ordinary Meeting of Council will have the effect of increasing the amount of decision making opportunities for the Council, increase the timeliness of responses to customers awaiting Council decisions but additional staff resources would be required to service the increased frequency of meetings.

CONCLUSION

The current monthly Council meetings cycle was adopted with the intention of providing a stable meeting date for all Ordinary Meetings of Council and Ordinary Meetings of Council Agenda Briefing Forums. The current model has been successful in achieving the requirements of Council and it is recommended that it be maintained.

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (5445)**APPROVAL****That the Council:**

1. **Approve the Ordinary Meetings of Council to be held on the third Tuesday of each month, commencing in February 2016 to November 2016 and on the second Tuesday of December 2016.**
2. **Approve the Ordinary Meeting of Council Agenda Briefing Forums to be held on the first Tuesday of each month, commencing in February 2016 to November 2016 and on 29 November 2016 and be chaired by the Mayor or his delegate.**
3. **Go into recess in January 2016 and neither the Ordinary Meeting of Council nor an Ordinary Meeting of Council Agenda Briefing Forum will be held.**
4. **Endorse that Elected Member Information Sessions occur as required on any Tuesday evenings that are not required for Ordinary Meetings of Council, Ordinary Meetings of Council Agenda Briefing Forums or meetings of Standing Committees.**
5. **Request the Chief Executive Officer to advertise the Schedule of Council Meetings in order to inform the community of the Council Meeting dates.**

At 8.00pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY EN BLOC (12/0)

M15/5446 - SALARIES AND WAGES TRIBUNAL – ELECTED MEMBER FEES, EXPENSES AND ALLOWANCES - (AMREC)

Ward	: All
Category	: Policy
Subject Index	: Fees and Allowances
Customer Index	: Salaries and Allowances Tribunal
Disclosure of any Interest	: No Officer involved in the preparation of this report has a declarable interest in this matter.
Previous Items	: M14/5372 – Salaries and Wages Tribunal – Elected Members Fees and Allowances – July 2014 – Ordinary meeting of Council
Works Programme	: Not Applicable
Funding	: 2015/2016 Budget
Responsible Officer	: Jeff Clark Governance & Compliance Program Manager

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 checked="" 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 & 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>

M15/5446 - SALARIES AND WAGES TRIBUNAL – ELECTED MEMBER FEES, EXPENSES AND ALLOWANCES - (AMREC)**KEY ISSUES / SUMMARY**

- The Salary and Wages Tribunal has concluded its third inquiry of fees, expenses and allowances payable to local government Elected Members with its determination being issued on 17 June 2015 and taking effect from 1 July 2015.
- This report provides highlights of the issues considered by the Tribunal as part of the determination process.
- The determination provides for a nil increase at this time in the remuneration, fees, expenses or allowance ranges for elected members.
- It should be noted that the determination provides for the inclusion of meetings of a prescribed nature as defined in Regulation 30(3A) of the *Local Government (Administration) Regulations 1996* (the Regulations) in the Annual Meeting Attendance Allowance.
- It should be noted that in future years the Salary and Wages Tribunal will, as part of the inquiry process, request local governments provide the actual figures associated with reimbursement of expenses to Elected Members.
- It should also be noted that the Policy CP- 013 Elected Member Allowances, Claims for Expenses and Conference Attendance was reviewed in November 2014 and replaced with Policy No CP-091 – Elected Members Allowances and Expenses. Items from the 2014 Salary and Wages Tribunal determination were included in that review and included in Policy No CP-091.
- It is recommended that the Council approve a 3% increase to the Annual Meeting Attendance Allowance, and the Annual Allowance (Mayor and Deputy Mayor) as recommended by the Salaries and Allowances Tribunal in June 2014 and unchanged in 2015.

BACKGROUND

In February 2013, the *Salaries and Allowances Act 1975* and the *Local Government Act 1995* were amended in order to empower the Salaries and Allowances Tribunal to determine the fees, allowances and reimbursements payable to local government Elected Members from 1 July 2013.

The intention behind this move was to extricate the allowances payable to Elected Members from regulations and for them to be determined by an independent body in an effort to meet best practice and to modernise Elected Member remuneration in Western Australia.

At the Ordinary Meeting of Council held on the 15 July 2014, Council resolved not to approve an increase of 3% to the Annual Meeting Attendance Fees and Annual Allowances effective from 1 July 2014, instead making no changes, thereby maintaining all fees and allowances at their previous levels, i.e. as at 1 July 2013.

M15/5446 - SALARIES AND WAGES TRIBUNAL – ELECTED MEMBER FEES, EXPENSES AND ALLOWANCES - (AMREC)**DETAIL**

In accordance with Section 8(d) of the *Salaries and Allowances Act 1975*, the Tribunal is to ensure that not more than a year elapses between one determination made under Section 7B(2) and another and therefore, adjustments to the fees, expenses and allowances will be made on an annual basis under the new legislation.

In undertaking the determination, the Tribunal considered a range of issues and these are outlined below:

Local Government Population, Expenditure and Staff Levels

The Tribunal requested and received the following data from the Department of Local Government & Communities:

- Population as at 30 June 2014 (ABS Catalogue 3218.0);
- Total FTE employees 2013-2014;
- Operating expenditure 2013-2014; and
- Three year averaged capital expenditure (2011-2012 to 2013-2014).

Labour Market and Economic Data

The Tribunal considered relevant labour market and economic data, as well as the State Government's economic forecasts.

The challenging economic environment is apparent throughout the State. In arriving at its decision, among other factors, the Tribunal noted significant numbers of redundancies in the mining sector, pay freezes or pay cuts in the private sector, falling property values in the Pilbara and other areas, the public sector's workforce renewal policy and other efficiency measures, the predicted increase in the unemployment rate to 6.25% in 2015/2016 which would be the highest level in over a decade.

Band Allocation Model

The Tribunal continues to utilise the four band classification model adopted in its 2012 determination. The model provides for a range of factors to be taken into account including:

- major growth and development;
- strategic planning, including risk management;
- infrastructure development and asset management;
- significant social/economic/environmental issues;
- significant demand to service and support non-resident needs;
- diversity of services;
- community involvement and advocacy;
- state or national negotiations;
- operational and managerial requirements;

M15/5446 - SALARIES AND WAGES TRIBUNAL – ELECTED MEMBER FEES, EXPENSES AND ALLOWANCES - (AMREC)

- capacity to pay;
- total expenditure;
- population; and
- FTEs.

Travel Reimbursements

The Tribunal has changed the travel reimbursement rates for Elected Members from the *Public Service Award 1992* to the *Local Government Officers' (Western Australia) Interim Award 2011*.

Training for Elected Council Members

In response to issues raised by local governments themselves, the Tribunal has continued to evaluate the possibility of providing incentives for elected council members who participate in training programs. The Tribunal has noted advice from the Department of Local Government and Communities (DLGC) that pilot training programmes are being rolled out. While the Tribunal is generally amenable to providing incentives for elected members to undertake training that will develop the skills related to their core responsibilities, it has determined that it is not appropriate to provide incentives until the completion of the pilot program and the training for elected members is more generally available.

Conclusion

In concluding its inquiry, the Tribunal has determined that in light of the serious economic issues evident in the Western Australian economy, the circumstances demand a degree of caution in any decision of the Tribunal. The Tribunal has determined there will be no increase at this time in the remuneration, fees, expenses or allowance ranges provided for elected members.

The Tribunal notes that a majority of local governments retain the capacity to provide an increase within the current band parameters. Each local government must satisfy itself that there is sound justification to award their Chief Executive Officer an increase within their allotted band in the current economic climate.

STAKEHOLDER ENGAGEMENT**I. COMMUNITY**

There has not been consultation conducted with the Community as this is a matter for the Council to decide.

M15/5446 - SALARIES AND WAGES TRIBUNAL – ELECTED MEMBER FEES, EXPENSES AND ALLOWANCES - (AMREC)

II. OTHER AGENCIES / CONSULTANTS

The Salary and Wages Tribunal, as part of its determination process has:

- Advertised for public submissions, with a total of 18 submissions being received.
- Written, via email, to local government and regional local governments inviting them to raise any comments or issues relevant to the determination of fees, expenses and allowances. The City of Melville participated in this survey.
- Considered relevant labour market and economic data.
- Sought advice from the Statutory Advisor, Ms Jennifer Mathews, Director General, Department of Local Government and Communities.

STATUTORY AND LEGAL IMPLICATIONS

Section 7B (2) of the *Salaries and Allowances Act 1975* requires the Tribunal determine the fees, allowances payable and expenses reimbursable to local government Elected Members.

Section 5.98 to 5.99A of the *Local Government Act 1995* authorises the payment of fees and allowances and the reimbursement of expenses to Elected Members.

Section 5.63 of the *Local Government Act 1995* advises that Elected Members do not need to make a declaration in respect to an interest relating to a fee, reimbursement of an expense or an allowance specified under sections 5.98, 5.98A, 5.99 and 5.99A of the Act.

FINANCIAL IMPLICATIONS

It should be noted that the Council at the Ordinary Meeting of Council held on the 15 July 2014, resolved not to approve an increase of 3% to the Annual Meeting Attendance Fees and Annual Allowances effective from 1 July 2014, instead making no changes, thereby maintaining all fees and allowances at their current levels, i.e. as at 1 July 2013.

Should Council resolve to adopt the recommendation contained in the 2014 report, the financial implications are as follows:

	Current	Proposed	Increase
Mayor			
Annual Meeting Attendance	\$45,000	\$46,350	\$1,350
Elected Members (x12)			
Annual Meeting Attendance	\$30,000	\$30,900	\$900
Mayor			
Annual Allowance	\$85,000	\$87,550	\$2,550
Deputy Mayor			
Annual Allowance	\$21,250	\$21,888	\$638
Overall Annual Cost	\$511,250	\$526,588	\$15,338

M15/5446 - SALARIES AND WAGES TRIBUNAL – ELECTED MEMBER FEES, EXPENSES AND ALLOWANCES - (AMREC)

The adopted 2015/2016 Budget provides for the recommended increase for the Mayor and Elected Member Meeting Attendance allowance and for the Mayor and Deputy Mayor allowances, which includes the 3% increase determined by the Salaries and Wages Tribunal that came into effect on 1 July 2014,

STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS

There are no identifiable strategic, risk or environmental implications.

POLICY IMPLICATIONS

Existing Council Policy No ***CP-091, Elected Members Allowances and Expenses*** includes the additional items of relevance from the 2014 Salary and Wages Tribunal determination, in particular the inclusion of meetings of a prescribed nature as defined in Regulation 30(3A) of the Regulations in the Annual Meeting Attendance Allowance and provides clarity and clear guidance on payments and reimbursements to Elected Members.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

The Council could determine not to increase the Meeting Attendance Allowances and Mayor/Deputy Mayor Annual Allowances at this time, however that would mean that as one of the largest metropolitan local governments in Western Australia, and a Band 1 local authority as determined by the Salary and Wages Tribunal, based on size, complexity and unique features, the City of Melville would no longer pay its Elected Members at the maximum amounts determined.

CONCLUSION

This is the third year that the Salary and Wages Tribunal has made a determination on fees, expenses and allowances for local government Elected Members.

The Tribunal will continue to refine the determination around fees, expenses and allowances for local government Elected Members, with future inquiries requesting actual figures relating to reimbursement of expenses.

In recognising that the City of Melville is one of the largest metropolitan local governments, and retains its Band 1 status, it is recommended that the fees and allowances paid to Elected Members be increased by the 3% as determined by the Salary and Wages Tribunal in June 2014.

M15/5446 - SALARIES AND WAGES TRIBUNAL – ELECTED MEMBER FEES, EXPENSES AND ALLOWANCES - (AMREC)

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (5446)

ABSOLUTE MAJORITY

At 7:09pm Cr Robartson moved, seconded Cr Macphail –

That the Council by absolute majority decision, approve an increase of 3% to the Annual Meeting Attendance Fees and Annual Allowances as follows effective from 1 November 2015 as determined by the Salary and Wages Tribunal in June 2014:

Annual Meeting Attendance Allowance

Mayor	\$46,350
Elected Members	\$30,900

Annual Allowance

Mayor	\$87,550
Deputy Mayor	\$21,888

At 7:30pm the Mayor submitted the motion, which was declared

CARRIED BY ABSOLUTE MAJORITY (8/4)

Vote Result Summary	
Yes	8
No	4

Vote Result Detailed	
Cr Aubrey	Yes
Cr Barton	Yes
Cr Macphail	Yes
Cr O'Malley	Yes
Cr Robartson	Yes
Cr Schuster	Yes
Cr Wieland	Yes
Mayor Aubrey	Yes
Cr Barling	No
Cr Foxton	No
Cr Phelan	No
Cr Woodall	No

**M15/5448 - NOMINATION OF CITY OF MELVILLE LOCAL GOVERNMENT MEMBERS
FOR JOINT DEVELOPMENT ASSESSMENT PANELS (REC)**

Ward : All
 Category : Operational
 Application Number : Not Applicable
 Subject Index : Joint Development Assessment Panels
 Customer Index : Department of Planning
 Disclosure of any Interest : No Officer involved in the preparation of this report has a declarable interest in this matter.
 Previous Items : M15/5404 Nomination of City of Melville Local Government Members for Joint Development Assessment Panels – Ordinary Meeting of the Council – 17 February 2015
 Responsible Officer : Jeff Clark
 Governance and Compliance Program Manager

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 checked="" 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 & 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>

**M15/5448 - NOMINATION OF CITY OF MELVILLE LOCAL GOVERNMENT MEMBERS
FOR JOINT DEVELOPMENT ASSESSMENT PANELS (REC)****KEY ISSUES / SUMMARY**

- Joint Development Assessment Panels (JDAPs) commenced on 1 July 2011.
- The City of Melville's Nominated Local JDAP Members are Councillors Reynolds and Foxton with Councillors Schuster and Aubrey being nominated as Alternate Local Government representatives.
- The terms of appointment will expire on 26 April 2017.
- The Department of Planning will provide training for all new JDAP members following their nomination.

BACKGROUND

The *Approval and Related Reforms (No. 4) (Planning) Act 2010* was passed by Parliament in August 2010 which provided for the commencement of JDAPs in WA.

JDAPs are to be independent decision making bodies comprised of technical experts and elected local government representatives.

JDAPs commenced on 1 July 2011. The City of Melville is part of a joint JDAP named the Metro Central JDAP (JDAP) along with the local governments of Bassendean, Bayswater, Belmont, Canning, South Perth and Victoria Park.

At the Ordinary Meeting of Council held 17 February 2015, Councillors Reynolds and Foxton were nominated as the Local Government representatives and Councillors Schuster and Aubrey were nominated as Alternative Local Government representatives and all were subsequently approved by the Minister for Planning.

The above nominated Local Government JDAP Member's and Alternate Member's terms expire on 26 April 2017.

DETAIL

Local government elections may result in a change to local JDAP membership if current Elected Members, who are JDAP members, are not re-elected. In this instance, the alternative local JDAP members will take the place of the former local JDAP members. If both local and alternate (deputy) local members are not re-elected, the local government will need to re-nominate for the Minister's consideration of appointment. The Council has been requested to consider these matters in selecting nominees as local JDAP members.

Following the Local Government Elections held on the 17 October 2015, the composition of Council changed as Cr Reynolds was not re-elected and as such the Council will need to nominate a replacement DAP member. The Minister for Planning will consider all applications and appoint all nominees for a term of up to two years expiring on 26 April 2017.

**M15/5448 - NOMINATION OF CITY OF MELVILLE LOCAL GOVERNMENT MEMBERS
FOR JOINT DEVELOPMENT ASSESSMENT PANELS (REC)**

It is a mandatory requirement, pursuant to the JDAP regulations, that all JDAP members attend training before they can sit on JDAP and determine applications. Local Government representatives who have previously received training will not be required to attend further training.

Elected Members who are nominated by the City will be required to provide contact and employment details together with their curriculum vitae for consideration by the Minister.

STAKEHOLDER ENGAGEMENT**I. COMMUNITY**

Advertising of the JDAP local government nominations is not required under the *Development Assessment Regulations 2011*.

II. OTHER AGENCIES / CONSULTANTS

No consultation with external agencies is required.

STATUTORY AND LEGAL IMPLICATIONS

JDAPs are to make decisions based upon the existing planning framework of the municipality within which the application site is located.

Where an application to review a decision made by a JDAP is lodged with the State Administrative Tribunal (SAT), members of the JDAP who made the decision may be called upon to represent the JDAP at the SAT.

FINANCIAL IMPLICATIONS

The sitting fee for local government JDAP members determining applications is \$400. Local Government JDAP members will also be paid \$400 upon the completion of the required training and \$400 where they attend proceedings at the SAT in relation to a JDAP decision.

STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS

The Minister for Planning must remove a JDAP member if they cease to hold a position or qualification which made them eligible to sit as a JDAP member.

JDAP members are bound by similar requirements regarding behaviour and conflict of interest as Elected Members are, such as:

- Declare direct or indirect interest in a matter
- Not to disclose or make improper use of information acquired as a member
- Not accepting "prohibited" gifts
- Comply with the Code of Conduct

**M15/5448 - NOMINATION OF CITY OF MELVILLE LOCAL GOVERNMENT MEMBERS
FOR JOINT DEVELOPMENT ASSESSMENT PANELS (REC)**

- Not to make any statement regarding the competence or honesty of a local government employee or public sector employee.

The primary risk is that the City does not nominate representatives. There are no other risks associated with this report.

POLICY IMPLICATIONS

There is no Council Policy that relates to the nomination of JDAP members.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Should the Council fail to nominate replacement representatives, the Minister for Planning has the ability to appoint community representatives to represent the City of Melville on the JDAP. The community representatives would be selected from residents within the local government area who are considered to have relevant knowledge or experience which will enable them to represent the interests of their local community. The implication of this option is that the City of Melville and its interests will not be represented in the determination of applications by the JDAP.

A JDAP member may resign from office at any time by forwarding a written resignation to the Minister for Planning. The Minister can also grant a leave of absence to a JDAP member.

CONCLUSION

It is recommended that the Council nominate an Elected Member as a JDAP member to replace former Cr Reynolds and an Alternate JDAP member should one of the Alternate members be nominated as the JDAP member. Nominations are required to be forwarded to the Minister for Planning following the November 2015 Ordinary Meeting of Council.

At 7:39pm Cr Schuster left the meeting and returned at 7:40pm

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (5448)**APPROVAL**

At 7:51pm Cr Robartson moved, seconded Cr Woodall –

That the Council:

1. **Nominates Councillor Schuster as a Local Joint Development Assessment Panel Member for the City of Melville for a term ending on the 26 April 2017.**
2. **Nominates Councillor Barling as a Local Joint Development Assessment Panel Alternate Member for the City of Melville for a term ending on the 26 April 2017, should either Councillor Schuster or Councillor Aubrey be nominated as the Joint Development Assessment Panel Member.**

**M15/5448 - NOMINATION OF CITY OF MELVILLE LOCAL GOVERNMENT MEMBERS
FOR JOINT DEVELOPMENT ASSESSMENT PANELS (REC)**

3. **Directs the Chief Executive Officer to forward advice of the City of Melville nominees for the Local Joint Development Assessment Panel to the Minister for Planning.**

Amendment

At 7:46pm Cr Foxton moved, seconded Cr Barling –

That a new item 3 be added as follows and item 3 then becomes number 4:

3. ***That Councilor Aubrey is confirmed to be the Local Joint Development Assessment Panel Alternative Member one and Councillor Barling is the Local Joint Development Assessment Panel Alternative Member two.***

At 7:50pm the Mayor submitted the motion which was declared

CARRIED UNANIMOUSLY (12/0)

COUNCIL RESOLUTION

That the Council:

1. **Nominates Councilor Schuster as a Local Joint Development Assessment Panel Member for the City of Melville for a term ending on the 26 April 2017.**
2. **Nominates Councillor Barling as a Local Joint Development Assessment Panel Alternate Member for the City of Melville for a term ending on the 26 April 2017.**
3. ***Confirms that Councillor Aubrey is to be the Local Joint Development Assessment Panel Alternative Member one and Councillor Barling is the Local Joint Development Assessment Panel Alternative Member two.***
4. **Directs the Chief Executive Officer to forward advice of the City of Melville nominees for the Local Joint Development Assessment Panel to the Minister for Planning.**

At 7:51pm the Mayor submitted the substantive motion, as amended, which was declared

CARRIED UNANIMOUSLY (12/0)

M15/5455 - NOMINATION OF A REPRESENTATIVE TO THE SOUTH WEST REGIONAL ROAD GROUP (REC)

Ward : All
 Category : Operational
 Application Number : Not Applicable
 Subject Index : South West Metropolitan Regional Road Group
 Customer Index : Main Roads Western Australia
 Disclosure of any Interest : No Officer involved in the preparation of this report has a declarable interest in this matter.
 Previous Items : Not Applicable
 Responsible Officer : Jeff Clark
 Governance and Compliance Program Manager

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 checked="" 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 & 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 (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/Committee to note.</i>

M15/5455 - NOMINATION OF A REPRESENTATIVE TO THE SOUTH WEST REGIONAL ROAD GROUP (REC)**KEY ISSUES / SUMMARY**

- The South West Metropolitan Regional Road Group (SWMRRG) is a sub group of the Metropolitan Regional Road Group (MRRG).
- The Manager Engineering is the Technical Representative for the City of Melville and former Councillor Robert Willis was the Elected Member Representative on the SWMRRG.
- It is recommended that an Elected Member be nominated to the SWMRRG.

BACKGROUND

The South West Metropolitan Regional Road Group (SWMRRG) is a sub group of the Metropolitan Regional Road Group (MRRG).

The Metropolitan Regional Road Group manages and administers State allocated funding for Road Projects and Black Spot Programs on the local road network within the policies and guidelines established by the State Road Funds to Local Government Advisory Committee.

The Metropolitan Regional Road Sub Groups such as the SWMRRG were established to assist the MRRG with the management and consideration of local roads issues.

DETAIL

The Metropolitan Local Governments are divided into six Sub Groups with membership being an Elected Member and Technical Representative from each Local Government. Each Sub Group appoints one representative Elected Member and Technical representative to the MRRG Technical and Elected Members Meetings.

The City of Melville is part of the South West Group comprising the Cities of Cockburn, Fremantle, Kwinana, Rockingham and the Town of East Fremantle.

The Manager Engineering is the Technical Representative for the City of Melville and due to the recent Local Government Elections an Elected Member needs to be chosen to replace former Councillor Robert Willis and represent the City of Melville.

Sub Groups are coordinated by a Local Government Representative nominated from the attending Local Government representatives and they meet regularly and at least twice per annum.

The Sub Group reviews the funding allocation for Road Projects and Black Spot Programs for the Councils in the South West area and forwards its recommendations to the MRRG. A compulsory item on the agenda is the status of claims for projects.

M15/5455 - NOMINATION OF A REPRESENTATIVE TO THE SOUTH WEST REGIONAL ROAD GROUP (REC)

Quarterly Expenditure Reports are sent out by MRWA support staff to each Local Government and the Sub Group Technical Representatives for review at these meetings.

The next meeting for the SWMRRG is on the 19 November 2015 at 10am at the City of Melville.

STAKEHOLDER ENGAGEMENT**I. COMMUNITY**

No consultation with the community is required.

II. OTHER AGENCIES / CONSULTANTS

No consultation with external agencies is required.

STATUTORY AND LEGAL IMPLICATIONS

There are no Statutory or Legal Implications associated with this report.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this report.

STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS

The primary risk is that the City does not nominate a representative. There are no other risks associated with this report.

POLICY IMPLICATIONS

There is no Council Policy that relates to the nomination of Elected Members to Groups or Committees.

ALTERNATE OPTIONS & THEIR IMPLICATIONS

Council may resolve not to nominate replacement representatives, however, this is not recommended as the implications of this option is that the City of Melville and its interests will not be represented in the determination of applications by the SWMRRG.

M15/5455 - NOMINATION OF A REPRESENTATIVE TO THE SOUTH WEST REGIONAL ROAD GROUP (REC)**CONCLUSION**

It is recommended that Council nominate a representative to The South West Metropolitan Regional Road Group.

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (5455) APPROVAL

At 7:34pm Cr Schuster moved, seconded Cr Phelan –

That the Council:

1. **Nominate Councillor Barling as its Representative on the South West Metropolitan Regional Road Group for the City of Melville.**
2. **Nominate Councillor Robartson as the Deputy Representative on the South West Metropolitan Regional Road Group for the City of Melville.**
3. **That the Chief Executive Officer forward advice of the City of Melville representatives to the South West Metropolitan Regional Road Group.**

At 7:35pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY (12/0)

At 7.35pm Mr Prendergast left the meeting.

M15/5000 – 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	:	Jeff Clark – Governance and Compliance Program Manager

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 & 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"/>	Information	<i>For the Council/Committee to note.</i>

KEY ISSUES / SUMMARY

This report details the document to which the City of Melville Common Seal has been applied for the period from 18 September 2015 up to and including 22 October 2015 and recommends that the information be noted.

M15/5000 – 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

Register Reference	Party	Description	ECM Reference
1121	The City of Melville and Melville Water Polo Club	Deed of Lease for the Melville Water Polo Club for twenty years commencing 1 October 2015 and expiring 30 September 2035	3658278
1123	The City of Melville and Tamil Association of WA	Management Licence for Tamil Association of WA for five years commencing 1 February 2016 and expiring 31 January 2021.	3656275
1127	The City of Melville and Susan Radaich of Spearwood	Heathcote Administration Building Hire Agreement of Studio 4 commencing 1 July 2015 and expiring 30 June 2016	3639914
1130	The City of Melville and Mary Loton of Riverton	Heathcote Administration Building Hire Agreement of Studio 4 commencing 1 July 2015 to 30 June 2016	3639918
1131	The City of Melville and Victor Young of Murdoch	Heathcote Administration Building Hire Agreement of Studio 6 commencing 1 July 2015 to 30 June 2016	3639913
1133	The City of Melville and Jessica Ding Yee Lee	Notification under Section 70A - 7 Hutchings Way Kardinya(structures constructed on the land which encroach into the adjoining lot must be removed to the satisfaction of the City by 10 December 2015	3689260
1135	The City of Melville and Honor Lovis of Attadale	Heathcote Administration Building Hire Agreement of Studio 1 commencing 1 July 2015 to 30 June 2016	3639910

M15/5000 – COMMON SEAL REGISTER (REC)

1136	The City of Melville and Corpus Christi College	Surrender/grant of Easement-Between The City of Melville and Corpus Christi College 50 Murdoch drive Bateman	3705161
1137	The City of Melville and Nigel Laxton of Mount Hawthorn	Heathcote Administration Building Hire Agreement of Studio 1 commencing 1 July 2015 to 30 June 2016	3639916
1138	The City of Melville and Diana Creedy of Mount Pleasant	Heathcote Administration Building Hire Agreement of Studio 2 commencing 1 July 2015 to 30 June 2016	3639911

STAKEHOLDER ENGAGEMENT

I. COMMUNITY

Not applicable.

II. OTHER AGENCIES / CONSULTANTS

Not applicable.

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 the contracts advised above.

STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS

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

M15/5000 – COMMON SEAL REGISTER (REC)**POLICY IMPLICATIONS**

There are no policy implications in this report.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Not applicable.

CONCLUSION

This is a standard report for Elected Members' information.

OFFICER RECOMMENDATION (5000)**NOTING**

That the Council notes the actions of His Worship the Mayor and the Chief Executive Officer in executing the document listed under the Common Seal of the City of Melville from 18 September 2015 up to and including 22 October 2015.

At 8.00pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY EN BLOC (12/0)

C15/6087 - SUPPLY OF IN-SITU CONCRETE WORKS TO THE CITY OF MELVILLE FOR A ONE YEAR TERM WITH OPTION PERIODS (CO09/15) (AMREC) (CONFIDENTIAL ATTACHMENT)

Ward	:	All
Category	:	Operational
Subject Index	:	Tenders
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	:	Not Applicable
Works Programme	:	Not Applicable
Funding	:	2015/2016
Responsible Officer	:	Bruce Taylor, 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 checked="" 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 & 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 (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>

C15/6087 - SUPPLY OF IN-SITU CONCRETE WORKS TO THE CITY OF MELVILLE FOR A ONE YEAR TERM WITH OPTION PERIODS (CO09/15) (AMREC) (CONFIDENTIAL ATTACHMENT)**KEY ISSUES / SUMMARY**

- To recommend the acceptance of a tender submitted by Axiis Contracting Pty Ltd for the provision of in-situ concrete works to the City of Melville.

BACKGROUND

Tenders were called for the Supply of In-Situ Concrete Works to the City of Melville for a One Year Term with Option Periods to undertake the supply of in-situ concrete works excluding extruded kerbing.

Provision of the supply of in-situ concrete works have previously been under short term contracts through the WALGA CO33_13 Road Building and Related Services Panel since March 2014, following the expiry of the last three year contract CO8/12.

Price Schedule

The Price Schedule forms part of the Attachments to the Agenda, which was distributed to the Members of the Contract and Tender Advisory Unit (CTAU) on Wednesday 21 October 2015 and to Elected Members on Friday 23 October 2015 under confidential cover.

Tender Evaluation Process

Qualitative scores were achieved by joint agreement of the panel members at the evaluation meeting after each panel member had scored the submissions individually. Stage 1 was a weighted comparison against the following qualitative criteria – Relevant Experience, Capacity to Deliver and Methodology. Stage 2 was a weighted comparison against price.

The recommended tenderer who achieved the highest score was then reference checked.

The Evaluation Sheet forms part of the Attachments to the Agenda, which was distributed to the Members of the Contract and Tender Advisory Unit on Wednesday 21 October 2015 and to Elected Members on Friday 23 October 2015 under confidential cover.

C15/6087 - SUPPLY OF IN-SITU CONCRETE WORKS TO THE CITY OF MELVILLE FOR A ONE YEAR TERM WITH OPTION PERIODS (CO09/15) (AMREC) (CONFIDENTIAL ATTACHMENT)**DETAIL**

Number of Tender Documents Issued	20
Number of Tender Submissions Received	Eight

Evaluation Process

Details of the tender process and comparative assessment process are detailed in the attached Confidential Attachment – Evaluation Panel Report and Evaluation Sheets.

STAKEHOLDER ENGAGEMENT**I. COMMUNITY**

No external engagement with the community was required for this tender.

II. OTHER AGENCIES / CONSULTANTS

No agencies or consultants were consulted for this tender.

STATUTORY AND LEGAL IMPLICATIONS

Section 3.57 of the *Local Government Act 1995* states “A Local Government is required to invite tenders before it enters into a contract of a prescribed kind under which another person is to supply goods or services”.

FINANCIAL IMPLICATIONS

The contractor costs for the implementation of in-situ concrete works are included within the Technical Services Engineering Budget.

The estimated expenditure for 2015/2016 is \$1.5million

Price comparisons sampled from an awarded contractor from CO33/13 Road Building and Related Services Panel Contract, when applied to the pricing scenario, would represent an increase of 0.08% in the overall cost for Schedule 8.1 items and a reduction of 16.8% in the overall cost for Schedule 8.2 items.

Refer to Confidential Attachment – Pricing Schedule and Scenario for more details.

Account Cost Centres: - The concrete works are funded from a number of capital and operating accounts. A large proportion of the works will be funded by the Annual New Footpath and Footpath Replacement Capital Programs. Other concrete works will be funded at the task level within individual Capital Works Projects and also under Footpath Maintenance for minor works.

C15/6087 - SUPPLY OF IN-SITU CONCRETE WORKS TO THE CITY OF MELVILLE FOR A ONE YEAR TERM WITH OPTION PERIODS (CO09/15) (AMREC) (CONFIDENTIAL ATTACHMENT)

STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS

Strategic Management Implications

This report is consistent with the City's Plan for the future and in particular the Community Plan Priorities, where the City's goal is to enhance the Community's wellbeing through building a City for the people. The City is an advocate at State and Commonwealth levels for high quality of transit network through the City, in particular to:

"Facilitate sustainable transport Options – to meet the changing population growth in the City of Melville that requires different forms of transport networks including bus, cycle and pedestrian routes.....to connect the community".

The most significant and negative impact on Council strategies or on the Strategic Plan of the Council will be not awarding this contract to the recommended contractor. This will facilitate the City's failure to deliver the outcomes of the Footpath Program and associated civil works involving in-situ concrete with the level of risk being Extreme.

Risk Management Implications

In accordance with the Risk Management Policy OP-004, significant negative risks have been identified should the In-situ Concrete Works contract not be supported. However using the risk mitigation strategy, an opportunity assessment shows that each of these risks can be converted to a High opportunity. Assignment of this contract to the preferred tenderer will provide minimal disruption to service; maintain positive reputation within the community and secure program timeframes.

Environmental Implications

There are no negative environmental risks identified which will impact on the use of this Contract.

Risk Statement	Level of Risk	Risk Mitigation Strategy
Unable to secure goods or services when required to meet project deadlines.	Likely interruption of Services which have a Moderate likelihood of occurring, resulting in a High level of risk.	Adequately assess Tenderers capacity to deliver
Footpaths closed or damage to pedestrians and vehicles through poorly maintained footpaths.	Moderate consequences in delivering the project with possible likelihood resulting in Medium level of risk	Maintain the program of works

C15/6087 - SUPPLY OF IN-SITU CONCRETE WORKS TO THE CITY OF MELVILLE FOR A ONE YEAR TERM WITH OPTION PERIODS (CO09/15) (AMREC) (CONFIDENTIAL ATTACHMENT)

Breach of legal obligation to obtain work without contractual support.	Major breach of statutory obligations which are likely to occur, resulting in an Extreme level of risk.	Execute specific contract to accommodate the Footpath program and In-situ concrete works.
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POLICY IMPLICATIONS

Procurement of Goods or Services CP-023.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

No alternate options were considered for this tender.

CONCLUSION

The Evaluation Committee has reviewed and evaluated all tenders and presented a recommendation to the CTAU to appoint a contractor to complete the required works. As the value of the contract exceeds the \$500,000 per tender per annum limit delegated to the Chief Executive Officer under Delegated Authority DA-027, the Council is now required to consider this tender and the recommendation from the CTAU.

EVALUATION PANEL RECOMMENDATION (CO09/15)

APPROVAL

That the submission by Axiis Contracting Pty Ltd (ABN 67 106 569 395) for the Supply of In-situ Concrete Works to the City of Melville for a One Year Term with Option Periods for the Schedule of Rates, as specified, excluding GST, as the most advantageous, subject to the provision of:

1. Product Liability Insurance Certificate of Currency to the value of \$10 Million.
2. Third Party Vehicle Insurance Certificate of Currency to the value of \$30 Million.

C15/6087 - SUPPLY OF IN-SITU CONCRETE WORKS TO THE CITY OF MELVILLE FOR A ONE YEAR TERM WITH OPTION PERIODS (CO09/15) (AMREC) (CONFIDENTIAL ATTACHMENT)

CONTRACT AND TENDER ADVISORY UNIT RECOMMENDATION AND COUNCIL RESOLUTION (6087) (CO09/15)

ABSOLUTE MAJORITY

At 7.53pm Cr Aubrey moved, seconded Cr Macphail –

That the Council by Absolute Majority Decision:

Accepts the tender submitted by Axiis Contracting Pty Ltd (ABN 67 106 569 395) for the Supply of In-situ Concrete Works to the City of Melville for a One Year Term with Option Periods for the Schedule of Rates, as specified, excluding GST, as the most advantageous, subject to the provision of:

- 1. Product Liability Insurance Certificate of Currency to the value of \$10 Million.**
- 2. Third Party Vehicle Insurance Certificate of Currency to the value of \$30 Million.**

At 7.53pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY (12/0)

C15/6000 - INVESTMENT STATEMENTS FOR SEPTEMBER 2015 (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	:	Bruce Taylor – 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>
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<input checked="" type="checkbox"/>	Information	<i>For the Council/Committee to note.</i>

KEY ISSUES / SUMMARY

This report presents the investment statements for the period ending 30 September 2015 for the Council's information and noting.

C15/6000 - INVESTMENT STATEMENTS FOR SEPTEMBER 2015 (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

Summary details of investments held as at 30 September 2015 are shown in the tables below.

CITY OF MELVILLE STATEMENT OF INVESTMENTS FOR THE PERIOD ENDING 30 SEPTEMBER 2015	
SUMMARY BY FUND	AMOUNT \$
MUNICIPAL	\$ 54,351,343
RESERVE	\$ 95,482,119
TRUST	\$ 513,411
CITIZEN RELIEF	\$ 211,053
	\$ 150,557,925
SUMMARY BY INVESTMENT TYPE	AMOUNT \$
11AM	\$ 6,129,532
31DAYS AT CALL	\$ 1,000,000
60DAYS AT CALL	\$ 2,000,000
90DAYS AT CALL	\$ 5,000,000
TERM DEPOSIT	\$ 133,197,748
BOND	\$ 2,000,000
FRTD	\$ 1,000,000
UNITS (Local Govt Hse)	\$ 230,645
	\$ 150,557,925
SUMMARY BY CREDIT RATING	AMOUNT \$
AA	\$ 2,500,000
AA-	\$ 117,527,280
A+	\$ 19,300,000
A	\$ 2,000,000
A-	\$ 9,000,000
BBB+	\$ -
UNITS (Local Govt Hse)	\$ 230,645
	\$ 150,557,925

C15/6000 - INVESTMENT STATEMENTS FOR SEPTEMBER 2015 (REC)

The following statements detail the investments held by the City for the period ending 30 September 2015.

STATEMENT OF INVESTMENTS FOR THE PERIOD ENDING 30 SEPTEMBER 2015					
INSTITUTION / INVESTMENT	INVESTMENT TYPE	Interest Rate %	S & P RATING	AMOUNT \$	MATURITY DATE
BANKWEST (11AM)	11AM	2.50%	AA-	\$0	On call
WESTPAC (MAXI DIRECT)	11AM	1.70%	AA-	\$3,800,000	On call
WESTPAC (MAXI BONUS 1)	11AM	1.95%	AA-	\$1,313,066	On call
WESTPAC (MAXI BONUS 2)	11AM	1.95%	AA-	\$1,016,467	On call
				\$6,129,532	
WESTPAC (31DAYS AT CALL)	31DAYS AT CALL	2.15%	AA-	\$1,000,000	On call
				\$1,000,000	
WESTPAC (60DAYS AT CALL)	60DAYS AT CALL	2.95%	AA-	\$2,000,000	On call
				\$2,000,000	
WESTPAC (90DAYS AT CALL)	90DAYS AT CALL	3.05%	AA-	\$5,000,000	On call
				\$5,000,000	
BANK OF QUEENSLAND (TERM)	TERM	Various	A-	\$5,000,000	Various
BANKWEST (TERM)	TERM	Various	AA-	\$17,000,000	Various
BENDIGO AND ADELAIDE BANK (TERM)	TERM	Various	A-	\$4,000,000	Various
CITIBANK (TERM)	TERM	Various	AA-	\$0	Various
COMMONWEALTH BANK (TERM)	TERM	Various	AA-	\$23,000,000	Various
AMP BANK (TERM)	TERM	Various	A+	\$5,000,000	Various
ANZ BANK (TERM)	TERM	Various	AA-	\$20,500,000	Various
ING BANK (TERM)	TERM	Various	A-	\$0	Various
MACQUARIE BANK (TERM)	TERM	Various	A	\$2,000,000	Various
NAB (TERM)	TERM	Various	AA-	\$27,497,748	Various
RABODIRECT (TERM)	TERM	Various	AA	\$500,000	Various
ST GEORGE BANK (TERM)	TERM	Various	AA-	\$2,400,000	Various
SUNCORP METWAY LTD (TERM)	TERM	Various	A+	\$14,300,000	Various
WESTPAC (TERM)	TERM	Various	AA-	\$12,000,000	Various
				\$133,197,748	
WESTPAC (FRTD)	FRTD	2.80%	AA-	\$1,000,000	Various
				\$1,000,000	
COMMONWEALTH BANK (RETAIL BOND)	BOND	3.31%	AA	\$2,000,000	20-Dec-15
				\$2,000,000	
UNITS IN LOCAL GOVT HOUSE	NA	NA	NA	\$230,645	NA
TOTAL FUNDS INVESTED				\$150,557,925	
CREDIT RISK COMPARISON					
CREDIT RISK	AMOUNT \$	ACTUAL PROPORTION	MAX. % AMOUNT IN TOTAL PORTFOLIO	Comments	
AA	\$2,500,000	2%	80%		
AA-	\$117,527,280	78%	80%		
A+	\$19,300,000	13%	50%		
A	\$2,000,000	1%	50%		
A-	\$9,000,000	6%	50%		
BBB+	\$0	0%	20%		
UNITS IN LOCAL GOVT: HOUSE	\$230,645	0%	0.1%	Council Decision	
TOTAL	150,557,925	100%			

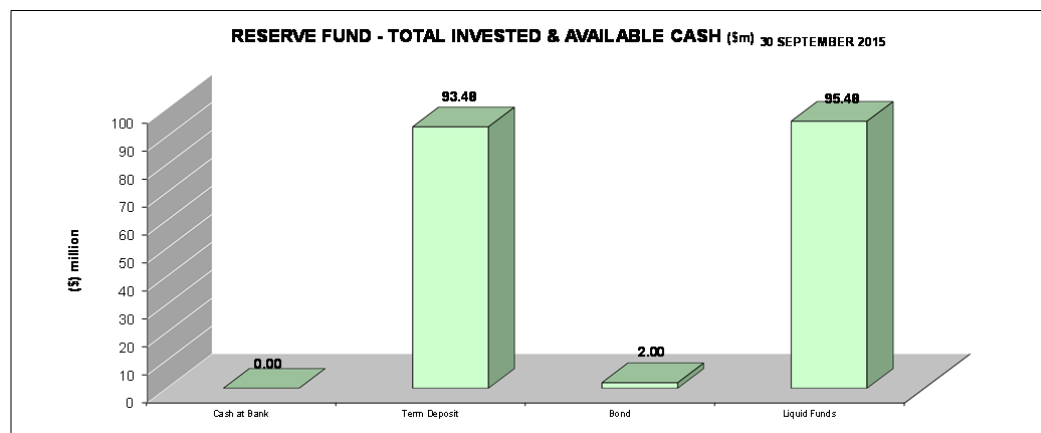
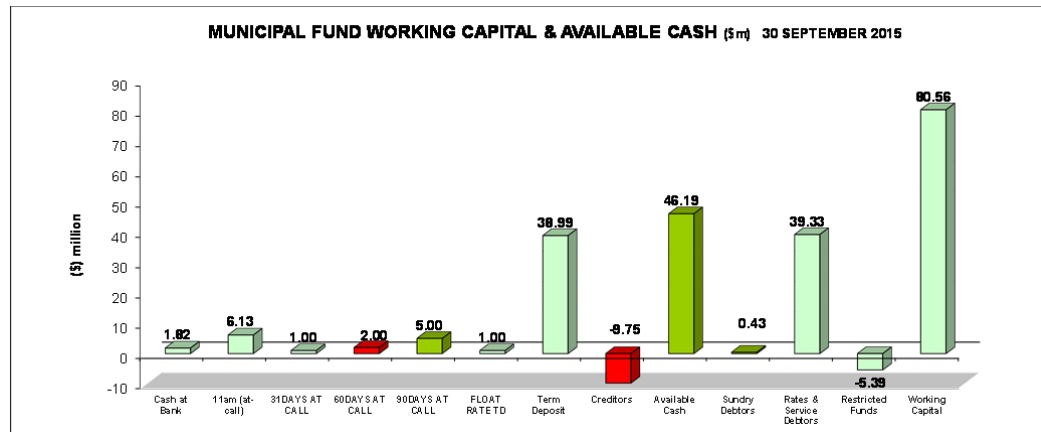
C15/6000 - INVESTMENT STATEMENTS FOR SEPTEMBER 2015 (REC)

DIVERSIFICATION RISK						
INSTITUTION	INVESTMENT TYPE	S & P RATING	AMOUNT	\$ ACTUAL PROPORTION	INSTITUTION PROPORTION	MAX. % WITH ANY ONE INSTITUTION
ANZ BANK (TERM)	TERM	AA-	20,500,000	13.62%	13.62%	20%
AMP BANK (TERM)	TERM	A+	5,000,000	3.32%	3.32%	15%
BANKWEST (11AM)	11AM	AA-	-	0.00%		
BANKWEST (TERM)	TERM	AA-	17,000,000	11.29%	11.29%	20%
BANK OF QUEENSLAND (TERM)	TERM	A-	5,000,000	3.32%	3.32%	15%
BENDIGO AND ADELAIDE BANK (TERM)	TERM	A-	4,000,000	2.66%	2.66%	15%
CITIBANK (TERM)	TERM	AA-	-	0.00%	0.00%	20%
COMMONWEALTH BANK (TERM)	TERM	AA-	23,000,000	15.28%		
COMMONWEALTH BANK (COVERED BOND)	BOND	AAA	-	0.00%		
COMMONWEALTH BANK (RETAIL BOND)	BOND	AA	2,000,000	1.33%		
COMMONWEALTH BANK (FRN)	FRN	AA	-	0.00%	16.60%	20%
ING BANK (TERM)	TERM	A-	-	0.00%		15%
MACQUARIE BANK (TERM)	TERM	A	2,000,000	1.33%	1.33%	15%
NAB (TERM)	TERM	AA-	27,497,748	18.26%	18.26%	20%
RABODIRECT (TERM)	TERM	AA	500,000	0.33%	0.33%	15%
ST GEORGE BANK (TERM)	TERM	AA-	2,400,000	1.59%	1.59%	20%
SUNCORP METWAY LTD (TERM)	TERM	A+	14,300,000	9.50%	9.50%	15%
WESTPAC (MAXI BONUS 1)	11AM	AA-	1,313,066	0.87%		
WESTPAC (MAXI BONUS 2)	11AM	AA-	1,016,467	0.68%		
WESTPAC (MAXI DIRECT)	11AM	AA-	3,800,000	2.52%		
WESTPAC (31DAYS AT CALL)	31DAYS AT CALL	AA-	1,000,000	0.66%		
WESTPAC (60DAYS AT CALL)	60DAYS AT CALL	AA-	2,000,000	1.33%		
WESTPAC (90DAYS AT CALL)	90DAYS AT CALL	AA-	5,000,000	3.32%		
WESTPAC (FRTD)	FRTD	AA-	1,000,000	0.66%		
WESTPAC (TERM)	TERM	AA-	12,000,000	7.97%	18.02%	20%
UNITS IN LOCAL GOVT HOUSE	NA	NA	230,645	0.15%	0.15%	
			150,557,925	100%	100%	
MATURITY COMPARISON						
TERM to MATURITY	AMOUNT	\$ ACTUAL PROPORTION	MAX. % IN ANY ONE YEAR	Comments		
MUNICIPAL & TRUST FUNDS						
< 1 year	54,634,109	100%	100%			
	54,634,109	100%				
RESERVE FUNDS						
< 1 year	95,482,119	100%	100%			
	95,482,119	100%				

C15/6000 - INVESTMENT STATEMENTS FOR SEPTEMBER 2015 (REC)

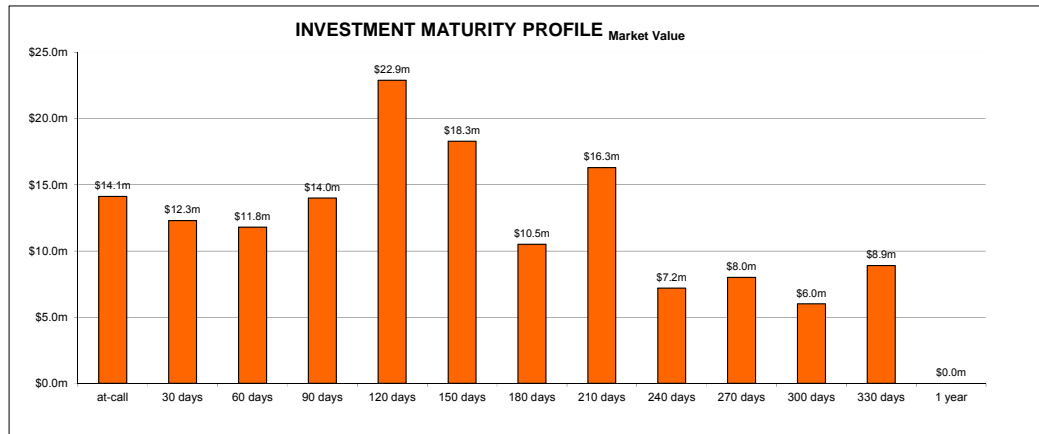
Net Funds Held

The graphs below summarise the Municipal Fund working capital and available cash and the funds held in the Reserve Fund as at 30 September 2015.



C15/6000 - INVESTMENT STATEMENTS FOR SEPTEMBER 2015 (REC)

The graph below summarises the maturity profile of the City's investments at market value as at 30 September 2015.



STAKEHOLDER ENGAGEMENT

I. COMMUNITY

This report is available to the public on the City's web-site and hard copies of this agenda and attachments are available for viewing at the City's five public libraries.

II. OTHER AGENCIES / CONSULTANTS

Not applicable.

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)

C15/6000 - INVESTMENT STATEMENTS FOR SEPTEMBER 2015 (REC)**FINANCIAL IMPLICATIONS**

For the period ending 30 September 2015:

- Investment earnings on Municipal and Trust Funds were \$267,010 against a year-to-date budget of \$203,750 representing a \$63,260 positive variance.

The weighted average interest rate for Municipal and Trust Fund investments as at 30 September 2015 was 2.73% which compares favourably to the benchmark three month bank bill swap (BBSW) reference rate of 2.17%.

- Investment earnings on Reserve accounts were \$758,694 against a year-to-date budget of \$625,000 representing a \$133,694 positive variance.

The weighted average interest rate for Reserve account investments as at 30 September 2015 was 2.87% which compares favourably to the benchmark three month bank bill swap (BBSW) reference rate of 2.17%.

STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS

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.

The interest rate risk is high due to the short-term nature of the City's investments and the inability, due to legislative restrictions, to lock into longer dated investments which attract higher interest rates and help reduce exposure to reductions in interest rates.

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

POLICY IMPLICATIONS

Council Policy CP-009 – Investment of Funds.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Not applicable.

C15/6000 - INVESTMENT STATEMENTS FOR SEPTEMBER 2015 (REC)**CONCLUSION**

The City's investment portfolio is invested in highly secure investments that are returning low investment returns. These return's are however commensurate with the low level of risk of the portfolio.

Future investment earnings are expected to continue to decrease when compared to previous years as interest rates continue to stay low, new restrictions put on banks by the regulators and the legislative restrictions that have been implemented by the State Government limiting term deposits to a maximum term of 12 months, resulting in the City not being able to invest in term deposits with the higher interest rates that are available on longer term investments.

OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (6000)**NOTING**

That the Investment Report for the month of September 2015 be noted.

At 8.00pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY EN BLOC (12/0)

C15/6001 – SCHEDULE OF ACCOUNTS PAID FOR SEPTEMBER 2015 (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 : Bruce Taylor – 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 & 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"/>	Information	<i>For the Council/Committee to note.</i>

KEY ISSUES / SUMMARY

This report presents the details of payments made under delegated authority to suppliers for the month of September 2015 and recommends that the Schedule of Accounts Paid be noted.

C15/6001 – SCHEDULE OF ACCOUNTS PAID FOR SEPTEMBER 2015 (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 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 the month ending 30 September 2015 ([6001 September 2015](#)), including Payment Registers numbers, Cheques 480 to 483 and Electronic Funds Transfers batches 377 to 379 was distributed to the Elected Members of Council on 30 October 2015.

Payments in excess of \$25,000 for the month of September 2015 are detailed as follows:

Supplier Name	Remittance Number	Remittance Details	Amount
Amcom Telecommunications	E046210	Data access & unlimited internet charges	\$114,564.60
Arterial Design Pty Ltd	E046238	Approval of design development for War Memorial Commission	\$66,000.00
Asphaltech Pty Ltd	E046004 & E046215	Road resurfacing at Hodge Street, Adamson Road, Hackett Pass & Aitken Drive	\$320,202.02
Audi Centre Perth	E045975	Purchase of Audi A3 sedan	\$42,618.09
Bibliotheca RFID Library Systems Australia Pty Ltd	E046011	RFID library systems for Bull Creek Library	\$48,004.00
City of Cockburn	E046091	Tip fees for August	\$63,308.20
Dickies Tree Service	E045839 & E046092	Tree lopping services	\$61,876.99
Dowsing Concrete	E046078 & E046275	Concrete works	\$31,666.03
DVG Mountway Melville Hyundai	E045860 & E046110	Purchase of Kia Sorento 4WD & servicing of vehicles	\$41,747.15
EMSO Maintenance T/A Crabclaw Holdings	E045909 & E046149	Building maintenance	\$47,219.92
Fire & Emergency Services Authority WA	E046209	ESL Remittance for August	\$6,761,585.81
Fleet Commercial Gymsnasiums Pty Ltd	E046008	Replacement of gym equipment for LeisureFit Booragoon	\$95,573.50
Flexi Staff	E045868 & E046120	Temporary employment	\$51,818.00
Forpark Australia	E046095	Replacement of playground equipment at Millers Bakehouse, John Connell Reserve and Bicton Quarantine Park	\$68,719.20
Fredon Air Pty Ltd	E046045	Service & repairs of air conditioners	\$26,491.26
GHD Pty Ltd	E045957	Progress claim for Troy Park & Tompkins Park soil & groundwater investigations & green start requirements for Canning Bridge structure plan	\$29,187.95
Glad Commercial Cleaning	E045960 & E046184	Cleaning services	\$29,290.05

**C15/6001 – SCHEDULE OF ACCOUNTS PAID FOR SEPTEMBER 2015 (REC)
(ATTACHMENT)**

Supplier Name	Remittance Number	Remittance Details	Amount
Globe Australia	E045990 & E046202	Turf & landscape wetting agents	\$26,493.50
Kalamunda Fencing & Gatemarkers	E045943 & E046174	Installation of fence at John Connell Reserve	\$30,208.20
Landmark Engineering & Design Pty Ltd T/A Exteria	E046107	Park furniture for various reserves	\$61,672.60
Local Health Authority Analytical Committee	E046211	Analytical services for 2015-2016	\$26,074.76
Melville Subaru	E046130	Purchase of Subaru Outback wagon	\$41,238.55
MMM WA Pty Ltd	E045940 & E046170	Drainage installation at Melville Beach Road, repairs to Point Walter boat ramp, installation of limestone wall at Marmion Reserve & remedial works at Majestic Close boardwalk	\$103,327.77
Natural Area Management & Services	E046069 & 046268	Progress claim 2 & 3 for herbicide treatment at various bushland reserves	\$51,205.00
Optus Billing Services Pty Ltd	Chq's 062813 & 062926	Phone charges	\$26,976.78
Pearmans Electrical & Mechanical Services	E045969 & E046192	Electrical services	\$26,432.15
Rhysco Electrical Services	E045953 & E046180	Electrical services	\$29,236.43
Roads 2000 Pty Ltd	E046005 & E046216	Construction of parking bays LeisureFit Booragoon & asphalt to Melville Beach Road	\$107,532.28
Southern Metropolitan Regional Council	E045928 & E046161	MSW gate fees for August, RRRC loan repayment for September quarter, MRF gate fees for August & green waste gate fees for August	\$1,138,681.39
Synergy	E045867 & E046119	Electricity charges	\$341,287.93
Turfmaster	E045861 & E046112	Mowing of verges, medians & bushland reserves City wide	\$25,630.00
Water Corporation	Chq's 062822 & 062935	Water charges	\$29,645.33
Westrac Pty Ltd	E045893 E046141	Purchase of Caterpillar 301.7D mini excavator & parts	\$48,590.07
Youngs Plumbing Service Pty Ltd	E045939 & E046169	Building maintenance	\$27,800.94
Zipform Pty Ltd	E045894	Printing & mail out of rates notices	\$27,138.41

C15/6001 – SCHEDULE OF ACCOUNTS PAID FOR SEPTEMBER 2015 (REC)
(ATTACHMENT)**STAKEHOLDER ENGAGEMENT****I. COMMUNITY**

Not applicable.

II. OTHER AGENCIES / CONSULTANTS

Not applicable.

STATUTORY AND LEGAL IMPLICATIONS

This report meets the requirements of the *Local Government (Financial Management) Regulations 1996* Regulation 11 - Payment of Accounts, Regulation 12 - List of Creditors and Regulation 13 - Payments from the Trust Fund and the Municipal Fund.

FINANCIAL IMPLICATIONS

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

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.

CONCLUSION

This is a regular monthly report for Elected Members' information.

C15/6001 – SCHEDULE OF ACCOUNTS PAID FOR SEPTEMBER 2015 (REC)
(ATTACHMENT)**OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (6001) NOTING**

That the Council notes the Schedule of Accounts paid for the month ending 30 September 2015 as approved by the Director Corporate Services in accordance with delegated authority DA-035, and detailed in attachment [6001 September 2015](#)

At 8.00pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY EN BLOC (12/0)

C15/6002 – STATEMENTS OF FINANCIAL ACTIVITY FOR SEPTEMBER 2015 (AMREC)
(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	: Bruce Taylor – 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 checked="" 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 & 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

This report presents:

- The Statements of Financial Activity for the period ending 30 September 2015 and recommends that they be noted by the Council.
- Budget amendments for the period ending 30 September 2015 and recommends that they be adopted by Absolute Majority decision of the Council.
- The variances for the month of September 2015 and recommends that they be noted by the Council.

C15/6002 – STATEMENTS OF FINANCIAL ACTIVITY FOR SEPTEMBER 2015 (AMREC)
(ATTACHMENTS)

BACKGROUND

The Statements of Financial Activity for the period ending 30 September 2015 have been prepared and tabled in accordance with the *Local Government (Financial Management) Regulations 1996*.

DETAIL

The attached reports have been prepared in compliance with the requirements of the legislation and Council policy.

For the period ending 30 September 2015, net operating positive variances of \$4.604 million and net capital positive variances of \$2.011 million were recorded.

Variances

A summary of variances and comments are provided in attachment [6002H September 2015](#).

Revenue

\$80.468 million in Rates was raised to 30 September 2015. This is compared with a revised year to date budget of \$80.589 million, resulting in a negative variance of \$120,947.

CITY OF MELVILLE RATE SETTING STATEMENT STATEMENT OF VARIANCES IN EXCESS OF \$50,000							
	September Actual \$	YTD Rev. Budget \$	YTD Actual \$	Variance \$	Variance %	Annual Budget \$	Annual Rev. Budget \$
Revenues							
General Purpose Funding	1,192,854	5,340,050	5,651,605	311,555	6%	10,579,550	10,579,550
Community Amenities	144,475	1,829,134	1,984,968	155,835	9%	3,205,507	3,076,624
Recreation and Culture	801,951	2,081,670	2,008,969	(72,701)	-3%	8,286,606	8,290,606
Transport	807,285	987,492	848,746	(138,745)	-14%	3,124,779	3,693,266
Other Property and Services	361,310	472,210	569,602	97,391	21%	3,374,667	3,587,667
	3,572,095	14,270,283	14,722,923	376,499	3%	31,697,763	32,354,367
Expenses							
Governance	(273,197)	(1,098,536)	(770,280)	328,256	-30%	(4,195,642)	(4,482,256)
General Purpose Funding	(94,154)	(1,053,212)	(1,340,795)	(287,583)	27%	(4,243,834)	(4,953,336)
Law, Order, Public Safety	(291,163)	(896,313)	(818,399)	77,915	-9%	(3,807,299)	(3,807,299)
Education & Welfare	(219,768)	(710,113)	(613,327)	96,787	-14%	(2,899,612)	(2,912,198)
Community Amenities	(2,060,842)	(6,704,302)	(5,188,507)	1,515,794	-23%	(24,390,165)	(24,847,800)
Recreation and Culture	(2,162,628)	(7,355,463)	(6,101,205)	1,254,257	-17%	(29,594,045)	(29,752,403)
Transport	(615,741)	(2,219,729)	(1,591,510)	628,218	-28%	(8,903,681)	(8,996,219)
Economic Services	(194,727)	(514,469)	(608,513)	(94,044)	18%	(2,142,783)	(2,142,783)
Other Property and Services	(1,308,287)	(6,488,960)	(6,252,345)	236,615	-4%	(20,130,413)	(20,472,034)
	(7,320,765)	(27,324,874)	(23,540,860)	5,315,560	-14%	(101,412,725)	(103,471,579)
Capital Revenue & Expenditure							
Purchase of Furniture & Equipment	(306,119)	(804,411)	(601,127)	203,284	-25%	(1,476,120)	(2,292,834)
Purchase of Plant & Equipment	(178,358)	(1,962,091)	(228,014)	1,734,077	-88%	(4,496,368)	(5,334,368)
Purchase of Land & Buildings	(75,507)	(354,090)	(287,951)	66,139	-19%	(5,153,700)	(6,679,179)
Purchase of Infrastructure Assets	(941,410)	(2,081,613)	(1,580,135)	501,478	-24%	(16,644,956)	(21,617,907)

C15/6002 – STATEMENTS OF FINANCIAL ACTIVITY FOR SEPTEMBER 2015 (AMREC)
(ATTACHMENTS)**Money Expended in an Emergency and Unbudgeted Expenditure**

Not applicable for September 2015.

Budget Amendments

Details of Budget Amendments requested for the month of September 2015 are shown in attachment [6002J September 2015](#). Highlighted are five budget amendment journals greater than \$50,000 that were processed in September 2015.

- \$82,834 – Transfer from contractor's fee to labour hire for Vegetarian Watering.
- \$143,553 – Transfer for Strategic Procurement Contracts & Risk Program Manager from Organisational Development to Financial Services.
- \$120,000 – Transfer for Heathcote Upper Carpark Renewal Project.
- \$295,666 – Transfer for Roads Project Brockman Avenue.
- \$133,683 – Transfer for Sustainability Officer from Parks & Environment to Organisational Development following Organisational Restructure.

Rates Collections and Debtors

Details of Rates and Sundry Debtors are shown in attachments 6002L, 6002M and 6002N. Rates, Refuse, Fire and Emergency Service Authority & Underground Power payments totalling \$4,354,807 were collected over the course of the month. Rates collection progress for the month of September is 2% below target which represents a dollar value of \$2,037,980.82. As at 30 September, 63% of 2015/2016 rates had been collected. This was 1.8% less than collected for the same time last year.

Total sundry debtor balances decreased by \$58,569 over the course of the month from \$497,319 to \$438,750. The 90+ day's debtor balance increased by \$99,667 from \$42,310 to \$141,977.

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.

No debts were written off under delegated authority in the month of September 2015.

**C15/6002 – STATEMENTS OF FINANCIAL ACTIVITY FOR SEPTEMBER 2015 (AMREC)
(ATTACHMENTS)**

The following attachments form part of the Attachments to the Agenda.

DESCRIPTION	LINK
Rate Setting Statement September 2015	6002A September 2015
Statement of Financial Activity – September 2015	6002B September 2015
Representation of Net Working Capital – September 2015	6002E September 2015
Reconciliation of Net Working Capital – September 2015	6002F September 2015
Notes on Rate Setting Statement reporting on variances of 10% or \$50,000 whichever is greater – September 2015	6002H September 2015
Details of Budget Amendments requested – September 2015	6002J September 2015
Summary of Rates Debtors – September 2015	6002L September 2015
Graph Showing Rates Collections – September 2015	6002M September 2015
Summary of General Debtors aged 90 Days Old or Greater – September 2015	6002N September 2015

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:

C15/6002 – STATEMENTS OF FINANCIAL ACTIVITY FOR SEPTEMBER 2015 (AMREC)
(ATTACHMENTS)**34. Financial activity statement report — s. 6.4**

(1A) In this regulation — **committed assets** means revenue unspent but set aside under the annual budget for a specific purpose.

(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;
- (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 are dealt with in attachment [6002H September 2015](#) (Notes on Statement of Variances in excess of \$50,000).

**C15/6002 – STATEMENTS OF FINANCIAL ACTIVITY FOR SEPTEMBER 2015 (AMREC)
(ATTACHMENTS)****STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS**

There are no identifiable strategic, risk and environmental management implications arising from this report.

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.

CONCLUSION

The attached financial reports reflect a positive financial position of the City of Melville as at 30 September 2015.

**C15/6002 – STATEMENTS OF FINANCIAL ACTIVITY FOR SEPTEMBER 2015 (AMREC)
(ATTACHMENTS)**

**OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (6002)
ABSOLUTE MAJORITY**

At 7:56pm Cr Schuster moved, seconded Cr Macphail –

That the Council:

- 1. Note the Rate Setting Statement and Statements of Financial Activity for the month ending 30 September 2015 as detailed in the following attachments:**

DESCRIPTION	LINK
Rate Setting Statement September 2015	6002A September 2015
Statement of Financial Activity – September 2015	6002B September 2015
Representation of Net Working Capital – September 2015	6002E September 2015
Reconciliation of Net Working Capital – September 2015	6002F September 2015
Notes on Rate Setting Statement reporting on variances of 10% or \$50,000 whichever is greater – September 2015	6002H September 2015
Details of Budget Amendments requested – September 2015	6002J September 2015
Summary of Rates Debtors – September 2015	6002L September 2015
Graph Showing Rates Collections – September 2015	6002M September 2015
Summary of General Debtors aged 90 Days Old or Greater – September 2015	6002N September 2015

- 2. By Absolute Majority Decision adopt the budget amendments, as listed in the Budget Amendment Reports for September 2015, as detailed in attachment [6002J September 2015](#).**

At 7.56pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY (12/0)

**LATE ITEM C15/5457 - CITY OF MELVILLE COMMUNITY ANNUAL REPORT 2014-2015
(AMREC) (ATTACHMENT)**

Ward	:	All
Category	:	Operational
Subject Index	:	City of Melville Annual Report
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	:	M15/5438 - City of Melville Annual Report 2014-2015: Ordinary Meeting of Council 13 October 2015
Works Programme	:	Not Applicable
Funding	:	Not Applicable
Responsible Officers	:	Kylie Johnson Executive Manager Organisational Development

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 checked="" 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 & 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>

**LATE ITEM C15/5457 - CITY OF MELVILLE COMMUNITY ANNUAL REPORT 2014-2015
(AMREC) (ATTACHMENT)****KEY ISSUES / SUMMARY**

- This report presents the finalised 2014-2015 Community Annual Report for the Council's acceptance by absolute majority.
- The text and design component of the 2014-2015 Community Annual Report, excluding the financial data, was accepted by the Council at the meeting on 13 October 2015.
- The financials were finalised and then considered by the Financial Management Audit and Risk Compliance Committee on 9 November 2015, and then incorporated in the finalised Community Annual Report.
- The Community Annual Report includes the information required by the *Local Government Act 1995*.
- In accordance with the *Local Government Act 1995* section 5.54, the Community Annual Report is to be accepted by absolute majority decision.

BACKGROUND

In accordance with Section 5.53(1) of the *Local Government Act 1995* (the Act), a local government is required to prepare an Annual Report for each financial year. Section 5.54 of the Act requires that the Annual Report be accepted by the Local Government no later than 31 December after that financial year, and is to be by absolute majority decision.

Section 5.27 of the Act specifies that a General Meeting of Electors is to be held within fifty-six (56) days after the local government accepts the Annual Report for the previous financial year. The Annual Report is required to be prepared and printed in time for that meeting.

Like the City's previous Annual Reports, this year's report takes the form of a 'Community Annual Report' which features a full text summary and an abridged set of Financial Statements, with some further commentary to explain the financial data to the community. The full set of Financial Statements will be available to ratepayers on request.

**LATE ITEM C15/5457 - CITY OF MELVILLE COMMUNITY ANNUAL REPORT 2014-2015
(AMREC) (ATTACHMENT)****DETAIL**

The 2014-2015 Community Annual Report has been prepared and meets the requirements of the Act. It is designed to report directly on the goals and strategies detailed in the document "The City of Melville Corporate Plan 2012–2016". It also references and reinforces the importance of the Strategic Community Plan, which aligns with the Department of Local Government and Communities Integrated Planning Framework.

The text of this Annual Report was developed from information gathered from all areas of the organisation from end-of-year reports, information requested directly from employees and various corporate documents. This text was reviewed by the Operational Management Team and the Executive Management Team. The Governance and Compliance Program Manager also completed an audit of the text against the specific legislative requirements and confirmed relevant requirements had been addressed.

The text and design component of the 2014-2015 Community Annual Report, excluding the financial data, was accepted by the Council at the meeting on 13 October 2015.

The complete Financial Statements were reviewed and adopted by the Financial Management, Audit, Risk and Compliance Committee on 9 November 2015, for adoption by the Council at the Ordinary Meeting of Council on 17 November 2015. The abridged Financial Statement is used to derive the financial information in the final Community Annual Report, and the full Financial Statement is available on request. Commentary on the change in valuation approaches and the ratio information has been made to further clarify the financial information. Electors will be made aware that the full version of the Community Annual Report, and the Full Financial Statement, is available on request and on the City's website.

Section 5.53 of the Act requires the Annual Report to contain the following:

- a report from the Mayor;
- a report from the CEO;
- an overview of the plan for the future including major initiatives that are proposed to commence or to continue in the next financial year;
- the financial report for the financial year;
- such information as may be prescribed in relation to the payments made to employees;
- the auditor's report for the financial year;
- a matter on which a report must be made under section 29(2) of the *Disability Services Act 1993*;
- details of entries made under section 5.121 regarding complaints against Council Members;
- details of FOI applications made under *Freedom of Information Act 1992*
- such other information as may be prescribed. (Inc Regulations 19CA requiring information about modifications made during the year to the Strategic Community Plan and Corporate Business Plan).

**LATE ITEM C15/5457 - CITY OF MELVILLE COMMUNITY ANNUAL REPORT 2014-2015
(AMREC) (ATTACHMENT)**

The Council is required to accept the 'complete' version, which is the 'Community Annual Report' plus the Full Financial Statement as per Section 6.4(2) of the Act. The complete Community Annual Report

[5457 City of Melville 2014 2015 Community Annual Report](#) also requires absolute majority acceptance by the Council prior to the General Meeting of Electors.

STAKEHOLDER ENGAGEMENT

In accordance with section 5.55 of the Act the Chief Executive Officer (CEO) is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government. The notice will include comment that the Full Financial Statements are available on request.

I. COMMUNITY

No external public consultation has been carried out as the Annual Report is a report on the business activities of the City of Melville.

II. OTHER AGENCIES / CONSULTANTS

No consultation with other agencies/consultants has been carried out.

STATUTORY AND LEGAL IMPLICATIONS

Section 5.27 of the Act specifies that a general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the Annual Report for the previous financial year.

Section 5.53 of the Act specifies requirements for information to be included in the Annual Report as noted previously.

Regulations 19B and 19CA of the *Local Government (Administration) Regulations 1996* require additional information to be included in the Annual Report.

Section 5.54 of the Act specifies that the Annual Report for the financial year is to be accepted by the Local Government no later than 31 December after that financial year.

Section 5.55 of the Act specifies that the Chief Executive Officer is to give local public notice of the availability of the Annual Report as soon as practicable after the report has been accepted by the local government.

**LATE ITEM C15/5457 - CITY OF MELVILLE COMMUNITY ANNUAL REPORT 2014-2015
(AMREC) (ATTACHMENT)**

FINANCIAL IMPLICATIONS

Funds have been provided in the 2015-2016 budget to enable graphic design, publication, promotion and distribution of the Annual Report. As per the previous year, minimal hard copy Annual Reports will be published, and more environmentally responsible distribution methods such as through CD and access via the City of Melville website will be utilised.

STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS

Risk Statement	Level of Risk	Risk Mitigation Strategy
Not publishing an Annual Report in accordance with all relevant legal requirements and accounting standards would result in non-compliance with required legislative and regulatory requirements.	Moderate consequences which are likely, resulting in a High level of risk	Ensure the Annual Report conforms to all requirements through assessment by the Governance and Compliance Program Manager of the updated version of the Report, inclusive of the abridged Financial Statements, prior to going to the Ordinary Meeting of Council in November 2014.

POLICY IMPLICATIONS

There are no policy implications for Council to consider as part of this report.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

There are no alternate options as the production of an Annual Report is a legislative requirement.

CONCLUSION

The text of this Annual Report is a succinct and accurate reflection of the activities undertaken by the City of Melville in 2014-2015, and has been prepared in accordance with legislative and regulatory requirements.

The full Financial Statements have been finalised and certified by the external auditors and were presented to the Financial Management, Audit, Risk and Compliance Committee and Council. The abridged Financial Statement has been integrated into the Community Annual Report design, along with further explanatory comment to enhance the financial information presented to the community. The full Community Annual Report is being presented in this report for Council approval by absolute majority decision.

**LATE ITEM C15/5457 - CITY OF MELVILLE COMMUNITY ANNUAL REPORT 2014-2015
(AMREC) (ATTACHMENT)**

Following Council adoption, this document will be edited appropriately and made available for all stakeholders in various formats, including CD, the City's website and hard copy.

**OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (5457)
ABSOLUTE MAJORITY**

At 7:58pm Cr Macphail moved, seconded Cr Barling –

**That the Council, by Absolute Majority Decision, accepts the City of Melville 2014-2015
Community Annual Report.**

[5457 City of Melville 2014 2015 Community Annual Report.](#)

At 7:58pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY (12/0)

LATE ITEM - C15/6088 – BUDGET REVIEW - ALLOCATION OF 2014/2015 FINANCIAL SURPLUS (AMREC)

Ward	: All
Category	: Operational
Subject Index	: Budgeting Review
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	: Item C15/6080 – Consideration of 2015-2016 Draft Budget Requests - Ordinary Meeting of Council held 12 May 2015 Item C15/6083 – Consideration and Adoption of the 2015/2016 Budget – Special Meeting of Council held 24 June 2015. Item CD14/8062 – Community Sporting and Recreation Facility Funding (Standard and Forward Planning Grants Round) - Ordinary Meeting of Council 21 October 2014.
Works Programme	: Not Applicable
Funding	: Not Applicable
Responsible Officer	: Bruce Taylor 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 checked="" 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 & 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>

LATE ITEM - C15/6088 – BUDGET REVIEW - ALLOCATION OF 2014/2015 FINANCIAL SURPLUS (AMREC)**KEY ISSUES / SUMMARY**

- The 2014/2015 Annual Financial Statements have now been finalised and audited by the City's external auditors, Grant Thornton Australia Pty Ltd.
- The Annual Financial Statements and Audit report were presented to the Financial Management, Audit, Risk and Compliance Committee on Monday 9 November 2015 and is the subject of a separate item in this agenda.
- The Annual Financial Statements reflect a surplus of \$4,484,869 for the year and this report recommends how the surplus is to be allocated. This is \$4,234,869 more than the \$250,000 opening funds required to balance the 2015/2016 budget.
- This report recommends how the surplus funds are to be allocated by the Council to progress identified projects and transfer funds to Reserve Accounts in accordance with previous Council resolutions and Policy.

BACKGROUND

The Council has established a Rates Equalisation Reserve Account that is to be used -

“To temporarily retain any surplus carried forward funds as shown in the audited Annual Financial Report Rates Setting Statement in excess of the estimated surplus funds brought forward amount identified in the following annual years Annual Budget Rate Setting Statement to subsequently be used to reduce the need to raise rates in future years or to meet any budget shortfalls identified during the mid-year or other budget reviews.”

The estimated surplus for the 2014/2015 financial year was \$250,000 and with a declared surplus of \$4,484,869, the Council needs to amend the 2015/2016 budget to allocate the remaining \$4,234,869 of the surplus.

DETAIL

At the Special Meeting of Council held 24 June 2015 Item C15/6083 – Consideration and adoption of the 2015/2016 Budget, the Council resolved -

That the Council note that an estimated Municipal Fund 30 June 2015 closing funds amount of \$250,000 has been used as an opening position in the 2015/2016 budget and that the final net closing funds amount will be determined following receipt of the 2014/2015 audited financial statements and approves the transfer of any additional net closing funds for the completed 2014/2015 financial year over \$250,000 being transferred to the Rates Equalisation Reserve account.

Officers have recommended that the operating surplus be allocated as follows -

LATE ITEM - C15/6088 – BUDGET REVIEW - ALLOCATION OF 2014/2015 FINANCIAL SURPLUS (AMREC)

Asset Renewal Funding Shortfall (\$2,527,067)

In accordance with the City's Asset Management Policy, the City gives priority to fund the maintenance and renewal of existing assets as opposed to the creation of new assets. In the latest Long Term Financial Model (March 2015), the City was not in a financial position to fully fund the capital renewal of the existing asset base. There was a total funding shortfall of \$2,527,067 over the three year period 2015/2016 to 2017/2018. However, this gap was corrected by 2020/2021. The Infrastructure Asset Management Reserve is underfunded by \$2.097m and the Community Facilities Reserve is underfunded by \$0.42m.

The shortfall of each of the reserves over the next three years is below –

Reserve Account	2015/2016	2016/2017	2017/2018	Total
Infrastructure Asset Management Reserve	\$680,142	\$1,289,662	\$127,661	\$2,097,465
Community Facilities Reserve	\$139,306	\$264,148	\$26,148	\$429,602
	\$819,448	\$1,553,810	\$153,809	\$2,527,067

With such a large asset base it is imperative that the City ensure adequate funding for the renewal of these assets is accounted for. Therefore, allocating part of the surplus to the respective reserve accounts will align the funding with the policy position adopted by the Council.

Synthetic Turf project - Murdoch University (\$250,000)

In the 2013/2014 Budget \$1,200,000 was allocated for a multi-use synthetic sport field, which was initially proposed to be built at Len Shearer Reserve. However, during the planning stage of this project the opportunity was presented to develop a multi-use synthetic sports facility in partnership with Murdoch University, Western Australia Cricket Association (WACA) and Melville City Football Club. The Partnership option was deemed to be more advantageous to the City due to the increased provision of sporting fields for the same cost to the City. Therefore at the October 2014 Ordinary Meeting of Council (Item CD-8062) \$1,000,000 of these funds were allocated to the 2014/2015 Community Sport Recreation Facilities Fund (CSRFF) application with the Department Sport and Recreation (DSR) for the multi-use synthetic turf at Murdoch University. The 2014/2015 CSRFF application was unsuccessful due to the WACA being unable to commit funds to the project at that time.

Prior to the 30 September 2015 the City lodged the CSRFF again for the multi-use synthetic turf project at Murdoch University. At that stage a draft Business Case and Terms of Agreement was lodged with an understanding to lodge the finalised versions by early November 2016. This represented a partnership with Murdoch University, the Melville City Football Club, and the City with financial commitments from all parties. In the first week of November 2015 the City was formally advised by the Melville City Football Club that they cannot commit the funds required to the project at this stage. Although supported by some key Club officials the new Committee is uncomfortable to commit at this stage.

LATE ITEM - C15/6088 – BUDGET REVIEW - ALLOCATION OF 2014/2015 FINANCIAL SURPLUS (AMREC)

Following discussions with Murdoch University and the Club a revised Business Case and Terms of Agreement have been agreed to and lodged with DSR. The revised Business Case highlights the City and Murdoch University's continued commitment and partnership with the project. Prior to the notification of the Club not being able to commit at this point, the City was committed to providing \$1m dollars towards the project (included in the 2015/2016 budget). The revised Business Case now proposes both Murdoch University and the City increase their financial commitment by \$250,000 each (Murdoch to \$1.52 million). Murdoch University has confirmed their additional financial commitment. Officers are seeking Council approval for the additional \$250,000 required by the revised Business Case. This financial commitment is required to progress the application with the DSR. Although this is an additional capital commitment the City will now have no ongoing costs related to the project. The previous Business Case included an ongoing subsidy by the City, of up to \$23,000 per annum and this is now no longer required. For the first 10 year term of the agreement this could be up to \$230,000, and over the life of the 20 year agreement represents an amount of up to \$460,000.

It is planned to continue discussions with the Club to ensure that they can commit to the project and be the key community user of the synthetic turf. If this is not possible, by early December 2016 the City and Murdoch University will withdraw the application from DSR. Without a key community sporting group committed the project is not viable. The City has also advised the Club that due to their current position it will be unable to accommodate all their requirements for playing and training fields in the City, and if their position continues where they cannot commit to the synthetic turf project it is likely they will be advised to seek playing fields outside the City. The Melville City Football Club is the largest Football Club in the metropolitan area with over 1300 members.

This report recommends that the amount of \$250,000 be allocated from the surplus to the Community Facilities Reserve account to be used to fund the additional contribution to the synthetic turf project.

Shirley Strickland Reserve Verge Parking (\$400,000)

At the Ordinary Meeting of Council held 12 May 2015 Item C15/6080 - Consideration of 2015-2016 Draft Budget Requests – The Council was presented with a Draft Capital Works Program (New/Upgrade) (Attachment 6080B Draft Capital Works Program). The attachment also included a list of "Projects withdrawn from the 2015/2016 program by EMT". These projects were withdrawn as they could not be funded without a significant increase in rates.

A project, Capital Works Project Number PKG 00923 Shirley Strickland Reserve Verge Parking was withdrawn and EMT believe that this project should now be funded as a priority project. The project is to formalise verge parking around Shirley Strickland Reserve Coogee Road and Sweetman Street and includes upgrades to the existing Mitchell Street car parking. The project will complement the larger concept planning work currently under way.

This report recommends that the amount of \$400,000 be allocated from the surplus to the Infrastructure Asset Management Reserve account to be used to fund the Shirley Strickland Reserve Verge Parking Project.

LATE ITEM - C15/6088 – BUDGET REVIEW - ALLOCATION OF 2014/2015 FINANCIAL SURPLUS (AMREC)**Rates Equalisation Reserve Account (\$1,057,802)**

The remaining funds of \$1,058,802 should be allocated to Rates Equalisation Reserve account in accordance with the stated intended purpose of the Reserve, to offset future rate rises.

STAKEHOLDER ENGAGEMENT**I. COMMUNITY**

No external engagement has been carried out in relation to the allocation of the surplus.

II. OTHER AGENCIES / CONSULTANTS

No engagement or consultation has been carried out with other agencies of consultants.

STATUTORY AND LEGAL IMPLICATIONS

The *Local Government (Financial Management) Regulations 1996*, Regulation 17 (1) requires –

(1) A reserve account is to have a title that clearly identifies the purpose for which the money in the account is set aside.

Reserve funds can only be utilised for the stated purpose.

FINANCIAL IMPLICATIONS

The Rates Equalisation Reserve Account has a balance of \$1,344,523 as at 30 June 2015 with \$1,190,819 to be used during the 2015/2016 year, leaving a balance of \$153,704. Should the amount of \$1,057,802 from the 2014/2015 surplus be allocated to the Rate Equalisation Reserve Account the balance will be \$1,211,506, which will be available to fund future projects and/or reduce the need to raise rates in future years.

LATE ITEM - C15/6088 – BUDGET REVIEW - ALLOCATION OF 2014/2015 FINANCIAL SURPLUS (AMREC)

The allocation of surplus funds to reduce the asset funding shortfall will reduce pressure on raising rates in future years.

A summary of the recommended allocation of the surplus is below -

Allocation to	Amount
Infrastructure Asset Management Reserve	\$ 2,097,465
Community Facilities Reserve	\$ 429,602
Community Facilities Reserve (Synthetic Turf project - Murdoch University)	\$ 250,000
Infrastructure Asset Management Reserve (Shirley Strickland Reserve Verge Parking project)	\$ 400,000
Rates Equalisation Reserve Account	\$ 1,057,802
	\$ 4,234,869

STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS

Risk Statement	Level of Risk	Risk Mitigation Strategy
Risk of future rate increases to cover the shortfall in funding the renewal of existing assets.	Moderate consequence in 2015/2016 year (\$819k) which are almost certain, in the short term resulting in an Extreme level of risk.	Allocate part of the 2014/2015 surplus to the Infrastructure Asset Management Reserve and the Community Facilities Reserve to fund the shortfall in asset renewal.

LATE ITEM - C15/6088 – BUDGET REVIEW - ALLOCATION OF 2014/2015 FINANCIAL SURPLUS (AMREC)

POLICY IMPLICATIONS

Council Policy CP-031 Asset Management Policy, states that the Council will -

Ensure budgeting priority be given to the maintenance and renewal of existing assets and services.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

The Council may wish to support projects and funding options other than those presented in this report, or to allocate the full surplus to the Rates Equalisation Reserve Account. Should this be the case the projects promoted in this report will either remain unfunded, be reconsidered at the mid-year budget review (should funds be available), or be funded from the 2016/2017 budget.

If the additional funds for the Synthetic Turf project at Murdoch University is not supported a future budget item could be presented at the mid year budget review. However the funding application with the Department Sport and Recreation would not be approved without full funding commitment from the City. A decision on full funding is required prior to their final assessment of the funding application in late November 2015.

CONCLUSION

The Council by resolution and by establishing the Rates Equalisation Reserve Account has determined how surplus funds are to be allocated. Council's Asset Management Policy requires that funding priority be given to the maintenance and renewal of existing assets and services.

This report recommends how the Council may allocate the 2014/2015 surplus in accordance with the stated purpose of that Reserve and Council Policy.

OFFICER RECOMMENDATION (6088)

ABSOLUTE MAJORITY

At 7:59pm Cr Schuster moved, seconded Cr Robartson –

That the Council allocate the 2014/2015 surplus of \$4,234,869 to the following accounts and projects –

Infrastructure Asset Management Reserve	\$2,097,465
Community Facilities Reserve	\$429,602
Community Facilities Reserve (Synthetic Turf Project - Murdoch University)	\$250,000
Infrastructure Asset Management Reserve (Shirley Strickland Reserve Verge Parking Project)	\$400,000
Rates Equalisation Reserve Account	\$1,057,802

At 7.59pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY (12/0)

17. EN BLOC ITEMS

At 8:00pm Cr Foxton moved, seconded Cr O'Malley –

That the recommendations for items, P15/3666, T15/3673, M15/5445, M15/5000, C15/6000 and C15/6001 be carried En Bloc.

At 8:00 the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY (12/0)

18. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**18.1 Proposal for a Donation to the Melville Charitable Fund**Disclosure of Interest

Item No.	18.1
Elected Member/Officer	Cr C Robartson
Type of Interest	Interest under the Code of Conduct.
Nature of Interest	Chairman of City of Melville Citizens Relief Fund
Request	To leave the meeting
Decision of Council	Not Applicable

At 8:00pm Cr Robartson having declared an interest in this item left the meeting.

At 8:00pm Cr Schuster moved, seconded Cr Barling –

That the Council:

- 1. Requests the Chief Executive Officer to include, for consideration, in the 2015/2016 mid year Budget review a donation of \$5,000 to the Melville Charitable Fund, which is a Fund of the City of Melville Citizen's Relief Fund (Inc); and,**
- 2. Further requests the Chief Executive Officer to include, for consideration, an annual donation of \$5,000 to the Melville Charitable Fund in the City's annual Budget from the 2016/2017 year onwards.**

At 8:07pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY (11/0)

Reasons for Motion

Cr Schuster provided the following reasons in support of the Motion.

- Elected Members will have noticed that in the 33rd Annual Report (for the 2014/2015 year) of the City of Melville Citizen's Relief Fund (Inc) it was reported that the Fund had been advised by the (Federal) Department of Social Services that it would no longer receive its annual funding of \$25,000 from the Department – 2014/2015 was the first year of this circumstance;
- The Incorporated body was able to meet its community obligations (including the supply of 85 Christmas Hampers and 223 emergency food supplies) in 2014/2015 but will obviously find this more difficult in future years;

18.1 Proposal for a Donation to the Melville Charitable Fund (Continued)

3. The Incorporated body has re energised its Melville Charitable Fund as one response to its changed circumstances to seek donations from business and the community;
4. The City supports the Relief Fund by providing a Financial Counsellor part time and managing its finances and its limited administration costs, and while I am concerned about the cost shifting that more strained economic circumstances in society seemingly force on Governments, it is my view that the City should, on behalf of its residents and ratepayers make a modest annual contribution to the Charitable Fund. This would assist the important work of the volunteers, who do most of the work for the Relief Fund, to be continued and demonstrate to potential donors that the City values this important service for those in our community suffering difficult times; and,
5. I look forward to your consideration and support for this Fund.

At 8:07pm Cr Robartson returned to the meeting.

At 8:08pm Mr Taylor left the meeting.

19. MOTIONS WITHOUT NOTICE BY ABSOLUTE MAJORITY OF THE COUNCIL

Nil.

20. IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED

At 8:08pm Cr Schuster moved, seconded Cr Barton –

That the meeting be closed to the public to permit discussion on a confidential matter (Item P15/3678 which relates to the Purchase of 5 and 7 Willcock Street, Ardross and 31 Moreau Mews, Applecross and Sale of 15 Willcock Street, Ardross covered under section 5.23 (2) (c) of the Local Government Act 1995,

At 8:09pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY (12/0)

OFFICER RECOMMENDATION (3678)

ABSOLUTE MAJORITY

At 8:13pm Cr Schuster moved, seconded Cr Barling –

That the Council by Absolute Majority decision approve the recommendations in Confidential Attachment A relating to the disposal and purchase of properties.

At 8:16pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY (12/0)

At 8:16pm Cr Foxton moved, seconded Cr Barton –

That the meeting come out from behind closed doors and the public be invited back into the meeting.

At 8:16pm the Mayor submitted the motion, which was declared

CARRIED UNANIMOUSLY (12/0)

21. CLOSURE

There being no further business to discuss, the Mayor declared the meeting closed at 8:17pm.