

**MINUTES**

**OF THE**

**ORDINARY MEETING OF THE COUNCIL**

**HELD ON**

**TUESDAY 8 DECEMBER 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, 8 DECEMBER 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 Governance and Compliance Program Manager, 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 N Pazolli  
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 Foxtan, Cr T Barling

**WARD**

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

**3. IN ATTENDANCE**

Dr S Silcox	Chief Executive Officer
Mr M Tieleman	Director Corporate Services
Mr J Christie	A/Director Community Development
Mr L Hitchcock	A/Director Technical Services
Mr S Cope	Director Urban Planning
Mr A Jarvis	A/Executive Manager Legal Services
Mr P Prendergast	Manager Statutory Planning
Ms L Reid (from 6.38pm to 6.58pm)	Manager Cultural Services
Mr J Clark	Governance and Compliance Program Manager
Mr N Fimmano	Governance and Property Officer
Ms R Davis	Minute Secretary

At the commencement of the meeting there was one member of the public and one member from The Melville Times in the Public Gallery.

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

Nil.

**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**

Nil.

**7. AWARDS AND PRESENTATIONS**

Nil.

**8. CONFIRMATION OF MINUTES****8.1 ORDINARY MEETING OF THE COUNCIL – 17 NOVEMBER 2015**  
**Minutes 17 November 2015****COUNCIL RESOLUTION**

At 6.38pm Cr Foxtton moved, seconded Cr Barling –

**That the Minutes of the Ordinary Meeting of the Council held on Tuesday, 17 November 2015, be confirmed as a true and accurate record.**

At 6.38pm the Mayor submitted the motion, which was declared

**CARRIED UNANIMOUSLY (13/0)**

**8.2 NOTES OF AGENDA BRIEFING FORUM – 24 NOVEMBER 2015**  
**Notes 24 November 2015****COUNCIL RESOLUTION**

At 6.38pm Cr Aubrey moved, seconded Cr Schuster –

**That the Notes of the Agenda Briefing Forum held on Tuesday, 24 November 2015, be received.**

At 6.38pm the Mayor submitted the motion, which was declared

**CARRIED UNANIMOUSLY (13/0)**

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

Nil.

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

Nil.

**10. DEPUTATIONS**

Late Item CD15/8077 – Community Event Partnership Opportunity – Murdoch University and Perth Symphony Orchestra

Ms Bourby Webster, Executive Director of the Perth Symphony Orchestra.

**11. APPLICATIONS FOR NEW LEAVES OF ABSENCE**

Nil.

**12. IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED**

Nil.

**13. PETITIONS**

Nil.

At 6.34pm M Tieleman left the meeting and returned at 6.36pm

#### 14. REPORTS OF THE CHIEF EXECUTIVE OFFICER

At 6.39pm the following item was brought forward for discussion.

#### LATE ITEM - CD15/8077 – COMMUNITY EVENT PARTNERSHIP OPPORTUNITY– MURDOCH UNIVERSITY AND PERTH SYMPHONY ORCHESTRA (AMREC)

Ward : All  
 Category : Operational  
 Subject Index : Partnerships  
 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 : Up to \$20,000  
 Responsible Officer : Leeann Reid  
 Manager Cultural Services

#### AUTHORITY / DISCRETION

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

**LATE ITEM - CD15/8077 COMMUNITY EVENT PARTNERSHIP OPPORTUNITY—  
MURDOCH UNIVERSITY AND PERTH SYMPHONY ORCHESTRA (AMREC)****KEY ISSUES / SUMMARY**

- The City of Melville has an opportunity to partner with Murdoch University and Perth Symphony Orchestra to deliver a unique free community event.
- The event would take place in February 2016 and provide an impressive event to our community, unlike any other within our region.
- The City of Melville would be providing a financial contribution to host a free and inclusive event for all of the community to enjoy.
- It is recommended that the Council provide in principle support for the City to partner with Murdoch University and the Perth Symphony Orchestra subject to further negotiations. Subject to successful negotiations the Chief Executive Officer be authorised to allocate a maximum amount of \$20,000 to host the event.

**BACKGROUND**

Earlier this year, Murdoch University approached the City of Melville in relation to building a mutually beneficial partnership between our two organisations. One topic of discussion was in relation to a venue space in which the University holds vacant each year after their graduation ceremony. In the middle of February, Murdoch University hold their student graduation ceremony in the Bush Court of their campus. Murdoch University organise an elaborate set up of staging, lighting, audio visual and other logistical equipment for this occasion. They hire this equipment for a period of approximately four days. The first three days are put aside for the graduation ceremony. On the fourth day, which falls on a Sunday, the equipment and venue are not required to be used by the University. As such, Murdoch University are interested in offering the venue and equipment to the City of Melville to use for a community event. Murdoch University would like to engage further with the local community and bring Melville residents onto the campus enabling them to view the campus as a part of their community. Murdoch University is also hosting other events on campus themselves in the hope of achieving this goal. One of these events is the *Christmas Carols @ Murdoch*, which is due to be held on Sunday, 13 December 2015.

During discussions between the City of Melville Officers and Murdoch University, the City of Melville Officers presented the idea of the Perth Symphony Orchestra performing at the Murdoch University venue mentioned above. The Perth Symphony Orchestra previously approached the City of Melville in the hope of being a part of existing events calendar. Whilst the Officers at the City were very interested in the potential of an event with the Perth Symphony Orchestra, our event calendar and main performers were already set for the season. Thus, the suggestion was made to take the opportunity of the available venue at Murdoch to create the symphony event. Murdoch University have expressed interest in the symphony event however further discussions about the partnership including financial contributions and shared outcomes needs discussion.

Murdoch University have since contacted the Perth Symphony Orchestra, along with an array of other concert promoters and agencies, to discuss a potential event to be held within their available venue. The Perth Symphony Orchestra then contacted the City of Melville to discuss the possibility of a partnership between our three organisations to achieve the symphony event.



**LATE ITEM - CD15/8077 COMMUNITY EVENT PARTNERSHIP OPPORTUNITY–  
MURDOCH UNIVERSITY AND PERTH SYMPHONY ORCHESTRA (AMREC)**

The Perth Symphony Orchestra is one of only two professional symphony orchestras in Western Australia, providing world-class symphonic music to the community. The orchestra is different from any other symphony orchestra in many ways and have received rave reviews since their inception in 2011. Due to their unique, innovative and appealing programs; all concerts sell out and are reaching new audiences on an unprecedented scale.

The Perth Symphony Orchestra prides themselves on engaging with the widest audiences from every demographic, playing music from every genre and always working in collaboration with the communities and people from where they perform. 75% of their musicians also perform with the West Australian Symphony Orchestra.

Every year since 2012, The Perth Symphony Orchestra has performed to an audience of 8,000 for the City of Joondalup. The Perth Symphony Orchestra produces this concert entirely, including production, traffic management, security and ticketing. They have also performed at the Leeuwin Estate Concert three times in four years to an excess of 12,000 patrons each year.

The Perth Symphony Orchestra is committed to providing a magical evening to the widest of audiences. A Perth Symphony Orchestra concert can include music from all genres, across decades of time: from The Beatles to the Rolling Stones, from Star Wars to Star Trek, from The Lion King to The William Tell and 1812 Overtures. Kids, adults and grandparents can all engage with these concerts, as they encompass all tastes.

A new opportunity has arisen, due to the venue provided by Murdoch University and the unique performance ability and character of the Perth Symphony Orchestra. We have the potential as a City to provide an impressive event to our community, unlike any other within our region. The opportunity to secure a major venue with staging, seats, lighting and sound, from Murdoch University, is a remarkable opportunity.

Our current annual event calendar comprises of the following events:

**Limestone Concert Series** – Three intimate concerts held once a month throughout January, February and March. These concerts attract between 400 to 600 people. Intimate concerts like this are perfect for those who don't feel comfortable in an area with large crowds.

**Point Walter Concert** – The premier event of our event calendar. The Point Walter Concert attracts anywhere from 6,000 to 8,000 patrons who all love the foreshore setting and vast array of different types of musical performances which we showcase at this event.

**Little Hands Festival** – Our primary children's festival held to celebrate Children's Week and Community safety month. This event is held during the day and involves many local stalls and community groups.

As can be seen from our existing events outlined above, a twilight symphony concert is a very different offer and unique opportunity to what is currently available to our community.

**LATE ITEM - CD15/8077 COMMUNITY EVENT PARTNERSHIP OPPORTUNITY–  
MURDOCH UNIVERSITY AND PERTH SYMPHONY ORCHESTRA (AMREC)****DETAIL**

The proposed date for the event would be Sunday, 21 February 2016, being the date in which Murdoch University have the available venue and equipment. The University venue has great facilities for parking and toilets, and all other logistics and amenities will be organised by the Perth Symphony Orchestra staff.

The venue can hold a capacity of up to 2,000 people and based on the renowned reputation and previous event records held by the Perth Symphony Orchestra, Officers believe the event would reach capacity. The event will be free for the community to attend, however the Perth Symphony Orchestra will arrange a ticketing system to ensure the venue remains within capacity; for safety reasons. The Perth Symphony Orchestra will be taking on the coordination of the entire event and as such, the City will not encounter a strain on our own current resources and will be able to continue to present our annual event calendar to the usual high standard.

Further discussions between Murdoch University, the Perth Symphony Orchestra, the City of Melville and other potential partners needs to occur before agreement on the event can be determined.

This event is a fantastic opportunity to strengthen our relationship with Murdoch University, capitalise on the opportunity of the available and equipped venue and present a unique event to our community. Many members of the community would not otherwise have the opportunity to see a concert of this style, as many symphony concerts can cost upwards of \$60 per ticket and countless families are not in a suitable financial position to attend such an event. We have the opportunity, thanks to the potential partnership between ourselves, Murdoch University and Perth Symphony Orchestra, to create a free and inclusive event, unlike any other on our event calendar, which all of the community can enjoy.

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

The level of communication in accordance with the Stakeholder Engagement Policy CP-002 for this particular event is to “inform” the community. Marketing and communications of the event will be managed by the event organiser.

Extensive community consultation as part of the development of the Strategic Community Plan: People Places Participation 2012 – 2022 and the Cultural Vitality Plan 2011-2014 highlighted the importance of community and cultural events and their strong contribution to a sense of community and cultural identity.

**LATE ITEM - CD15/8077 COMMUNITY EVENT PARTNERSHIP OPPORTUNITY–  
MURDOCH UNIVERSITY AND PERTH SYMPHONY ORCHESTRA (AMREC)****II. OTHER AGENCIES / CONSULTANTS**

Early this year City of Melville Officers were approached by the events team at Murdoch University about potential opportunities for partnerships in the delivery of community events in the City of Melville. City of Melville Officers and Murdoch University staff discussed the opportunity to explore support for our Point Walter Concert and the opportunity outlined in this item to use Murdoch University's existing facilities and event staging to host a community partnered event on the Murdoch University Campus.

Perth Symphony Orchestra also approached the City of Melville about the opportunity to partner in an event in the City. Officers of the City saw the opportunity to bring the partners together and thus this item creates the prospect of a unique event for the City of Melville community. Perth Symphony Orchestra would be the events organiser and would potentially seek additional partners to support this exciting event.

**STATUTORY AND LEGAL IMPLICATIONS**

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

**FINANCIAL IMPLICATIONS**

An amount of up to \$20,000 is requested to be allocated to this partnered event. The overall cost of the event would be an estimated in excess of \$100,000, however as Murdoch University has the staging and other equipment in place for their graduation ceremony then this results in significant savings. As a result, it is estimated that event would cost approximately \$45,000 to \$55,000. Event partners would include Murdoch University, the Perth Symphony Orchestra and other partners yet to be determined.

The exact amount allocated to this event would be determined as further details of other partners and the scale of the orchestra is explored.

As a partner rather than the event organiser, there would be no additional costs associated with the event. This would be a free community event.

It is proposed to utilise the funds contained within the Chief Executive officers Account 100 29565 7105 000 which was budgeted for the implementation of Local Government Reform which currently has an amount available of \$215,814.

**STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS**

The opportunity to provide this exciting free event to the Melville community is in direct alignment with our strategic vision for community wellbeing. The City of Melville would be a partner and not the event organiser therefore risks associated with event management and logistics would be controlled by the event organiser and are therefore not listed below.

**LATE ITEM - CD15/8077 COMMUNITY EVENT PARTNERSHIP OPPORTUNITY–  
MURDOCH UNIVERSITY AND PERTH SYMPHONY ORCHESTRA (AMREC)**

<b>Risk Statement</b>	<b>Level of Risk</b>	<b>Risk Mitigation Strategy</b>
Due to the City of Melville being a partner there would be limited control over the event planning and management.	Moderate consequences which are unlikely, resulting in a <b>Medium</b> level of risk	Establish a partnership agreement that clearly outlines the event details and partnership arrangements.
<b>Risk Statement</b>	<b>Level of Risk</b>	<b>Risk Mitigation Strategy</b>
Damage to the City of Melville's reputation if the event was unsuccessful or of poor quality.	Minor consequences which are unlikely, resulting in a <b>Low</b> level of risk	Having a detailed partnership agreement. References and capability of the event organiser assessed.

**POLICY IMPLICATIONS**

There is no Council Policy that relates to this item.

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

That the City of Melville not participate in this partnership opportunity to deliver the symphony event. This would likely mean the event would not go ahead.

**CONCLUSION**

The opportunity to participate in this developing partnership has come to the City of Melville with a short timeframe and limited chance to attend further meetings with Elected Members.

The positive opportunity and shared outcomes it presents for our community creates the impetus to work with the partners in trying to achieve this exciting and unique community event for early in the New Year. The discussions with partners are in their infancy, although they require discussions on potential financial investment to allow the event to take shape and become a reality.

We are seeking the support of the Council to allow City of Melville Officers to further explore the opportunity and the required partnership funding for this unique and exciting event to occur in Melville. Updates on the discussions would be communicated to Elected Members through the Elected Members Bulletin.

This potential partnership will directly deliver on the goal of our Cultural Vitality Plan, to provide and support arts and cultural events and activities that are inclusive, relevant, enriching and engaging for all community members.

It is recommended that Council provide in principle support for the City to partner with Murdoch University and the Perth Symphony Orchestra subject to further negotiations. Subject to successful negotiations, that the Chief Executive Officer be authorised to allocate a maximum amount of \$20,000 to host the event.

**LATE ITEM - CD15/8077 COMMUNITY EVENT PARTNERSHIP OPPORTUNITY–  
MURDOCH UNIVERSITY AND PERTH SYMPHONY ORCHESTRA (AMREC)**

From 6.39pm to 6.49pm a presentation was given by Ms Bourby Webster, Executive Director of the Perth Symphony Orchestra.

**OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (8077)  
ABSOLUTE MAJORITY**

At 6.49pm Cr Schuster moved, seconded Cr Phelan –

**That the Council:**

- 1. Provides in principle support for the City of Melville to partner with Murdoch University and the Perth Symphony Orchestra to host the event on Sunday 21 February 2016 at Murdoch University.**
- 2. Notes that further discussions will be undertaken between the City of Melville, Murdoch University and the Perth Symphony Orchestra in an attempt to reach agreement on hosting the event.**
- 3. Subject to successful negotiations between the City of Melville, Murdoch University and Perth Symphony Orchestra that the Chief Executive officer be authorised to allocate a maximum amount of \$20,000 from account number 100 29565 7150 000 as a contribution to hosting the event in partnership with Murdoch University and the Perth Symphony Orchestra.**
- 4. Notes that the results of the negotiations will be communicated to Elected Members as part of the Elected Members Bulletin.**

At 6.57pm the Mayor submitted the motion, which was declared

**CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY (13/0)**

Ms L Reid left the meeting at 6.58pm

**M15/5458 - POLICY REVIEW – MANAGEMENT SERVICES (REC) (ATTACHMENTS)**

Ward : All  
 Category : Policy  
 Subject Index : Corporate Policy  
 Customer Index : City of Melville  
 Disclosure of any Interest : No Officer involved in the preparation of this report has a declarable interest in this matter.  
 Previous Items : Item C13/5341 - Policy Review – Corporate Services - Ordinary Meeting of the Council – 10 December 2013  
 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 type="checkbox"/>	Executive	<i>The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input checked="" type="checkbox"/>	<b>Legislative</b>	<b><i>Includes adopting local laws, town planning schemes &amp; policies.</i></b>
<input type="checkbox"/>	Review	<i>When the Council operates as a review authority on decisions made by Officers for appeal purposes.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i>
<input type="checkbox"/>	Information	<i>For the Council/Committee to note.</i>

**M15/5458 - POLICY REVIEW – MANAGEMENT SERVICES (REC) (ATTACHMENTS)****KEY ISSUES / SUMMARY**

- The policies within the responsibility of Management Services have been examined and brought forward with minor amendments for consideration and adoption.
- Policies that are defined as a Council Policy require the approval of Council whereas Operational Policies are approved by the Chief Executive Officer.
- This report recommends that the reviewed policies be adopted.

**BACKGROUND**

The City of Melville has Council Policies which for Management Services were previously reviewed in December 2013. Officers have again reviewed all Management Services policies in 2015 and have now brought the reviewed policies with proposed amendments to 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 being, 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.

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



**M15/5458 - POLICY REVIEW – MANAGEMENT SERVICES (REC) (ATTACHMENTS)**

This report provides comment on 14 policies from Management Services. A report on Elected Members Fees, Expenses and Allowances was presented to the Council in November 2015 and the relevant changes will be incorporated into Policy CP-091 Elected Members Allowances and Expenses. The policies referred to in this report are as follows:

**CP-011 Ex gratia Payments**

No Change

**CP-012 Honorary Freeman of the City of Melville**

No Change

**CP-014 Question Time at Committee and Council Meetings**

Reference to Legislation changed to Italics

**CP-015 Recognition of Elected Members Services**

No Change

**CP-016 Civic and Ceremonial Functions**

Deletion of "Three or" in dot point 3 of number 1

**CP-018 Terms of Office**

Reference to Legislation changed to Italics

**CP-019 City of Melville Prayer**

No Change

**CP-020 Nomination on WALGA Committees**

No Change

**CP-021 Advisory and Management Committees**

No Change

**CP-022 Disaster Appeals**

No Change

**CP-083 Provision of Mayoral Vehicle**

Reference to Legislation changed to Italics

**CP-088 Recording of Minutes**

No Change



**M15/5458 - POLICY REVIEW – MANAGEMENT SERVICES (REC) (ATTACHMENTS)**

**CP-091 Elected Members Allowances and Expenses**

Allowances have been amended consistent with the resolution of the Council report M15/5446 – Salaries and Wages Tribunal – Elected Member Fees, Expenses and Allowances.

**CP-092 Elected Members Professional Development**

No Change

**STAKEHOLDER ENGAGEMENT**

**I. COMMUNITY**

Not applicable.

**II. OTHER AGENCIES / CONSULTANTS**

Not applicable.

**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 *Local Government Act 1995* and relevant Regulations.

**FINANCIAL IMPLICATIONS**

There are no financial implications associated with this report.

**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.

<b>Risk Statement</b>	<b>Level of Risk</b>	<b>Risk Mitigation Strategy</b>
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 which provide clear guidance to the administration.
Policies are not in compliance with legislative requirements or contemporary standards.	Minor consequences which are possible, resulting in a <b>Medium</b> level of risk	Periodic review mitigates against outdated legislative or other relevant references.

**M15/5458 - POLICY REVIEW – MANAGEMENT SERVICES (REC) (ATTACHMENTS)****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**

The Council has policies to provide direction to officers on the Council's expectation of how a variety of matters will be addressed. This direction provides a consistent approach to all persons who make similar applications to the City.

Should the Council resolve to remove Council Policies, officers would not have the understanding of the Council's intent in the great variety of matters and circumstances with the potential that persons would receive different responses from the City on similar matters. By providing a consistent approach, people will have confidence in the City's application of judgement on matters and that decisions are applied against a structure.

**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 AND COUNCIL RESOLUTION (5458)****APPROVAL**

At 6.59pm Cr Robartson moved, seconded Cr Aubrey –

That the fourteen policies reviewed by Governance Services as contained in the following attachments be approved.

CP-011 Ex gratia Payments

CP-012 Honorary Freeman of the City of Melville

CP-014 Question Time at Committee and Council Meetings

CP-015 Recognition of Elected Members Services

CP-016 Civic and Ceremonial Functions

CP-018 Terms of Office

CP-019 City of Melville Prayer

CP-020 Nomination on WALGA Committees

CP-021 Advisory and Management Committees

CP-022 Disaster Appeals

CP-083 Provision of Mayoral Vehicle

CP-088 Recording of Minutes

CP-091 Elected Members Allowances and Expenses

CP-092 Elected Members Professional Development

**M15/5458 - POLICY REVIEW – MANAGEMENT SERVICES (REC) (ATTACHMENTS)**

At 7.36pm Cr Woodall left the meeting and returned at 7.38pm.  
 At 8.19pm R Davis left the meeting and returned at 8.21pm.  
 At 8.24pm P Prendergast left the meeting and returned 8.26pm.  
 At 8.24pm Cr Schuster left the meeting and returned at 8.27.  
 At 8.25pm S Silcox left the meeting and returned 8.27pm.

Amendment 1

At 7.01pm Cr Schuster moved, seconded Cr Phelan –

***That the draft Policy CP -016 (Civic and Ceremonial Functions) as presented to Council be amended as follows:***

1. **Clause 8 be amended by adding a new paragraph at the start of the Clause as follows:**  
 “The Council will arrange two other civic functions during the year (commencing in the 2016/2017 year), the first to show the Council’s support for its business community with an invitation list drawn from businesses operating within the City; and the second to honour the contribution of community volunteers who were either not invited or unable to attend the Volunteers Reception (Clause 2) held in the previous calendar year – people invited could come from P&Cs, service clubs, charities operating in the City, sporting clubs and associations; “Friends” groups in the City, and other like groups.  
 These two functions are to be of modest cost without a “sit down” dinner and the Mayor will give consideration to holding them in important buildings or sites within the City other than the Civic Centre.”
2. **Clause 8 be further amended by adding the words “other than those listed in this policy,” after the word “reception”, in the second line of the first paragraph of Clause 8 in the draft policy.**

At 7.32pm the Mayor submitted Amendment 1, which was declared

**LOST (4/9)**

Vote Result Summary	
Yes	4
No	9

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

**M15/5458 - POLICY REVIEW – MANAGEMENT SERVICES (REC) (ATTACHMENTS)**Amendment 2

At 7.32pm Cr Pazolli moved, seconded Cr Barton –

**That the draft Policy CP-088 (Recording of Minutes) as presented to Council be amended as follows:**

- 1. Policy Objectives be amended by adding at the end of the first sentence of the Section the following: “and to facilitate public access to the content of Council public meetings”.  
The Policy Objective would then read: “The policy provides for the audio recording of the proceedings of Meetings to ensure the accurate preparation of the Minutes and to facilitate public access to the content of Council public meetings.**
- 2. Policy Statement – Recording of Proceedings be amended by deleting the following words in the first dot point of the last paragraph: “for minute taking purposes”**

Amendment 3

At 8.01 Cr Schuster moved, seconded Cr Phelan

**That the following Point 3 of Amendment 2 be deleted –**

- 3. Policy Statement – Recording of Proceedings be amended by deleting the following words in the first dot point of the last paragraph: “for minute taking purposes”**

At 8.10pm the Mayor submitted the Amendment 3, which was declared

**CARRIED (10/3)**

Reason for Amendment 3

That the principal reason for recording meetings is to prepare accurate minutes.

**M15/5458 - POLICY REVIEW – MANAGEMENT SERVICES (REC) (ATTACHMENTS)**

<b>Vote Result Summary</b>	
Yes	10
No	3

<b>Vote Result Detailed</b>	
Cr Aubrey	Yes
Cr Foxtton	Yes
Cr Macphail	Yes
Cr O'Malley	Yes
Cr Phelan	Yes
Cr Robartson	Yes
Cr Schuster	Yes
Cr Wieland	Yes
Cr Woodall	Yes
Mayor Aubrey	Yes
Cr Barling	No
Cr Barton	No
Cr Pazolli	No

**Policy Objectives be amended by adding at the end of the first sentence of the Section the following: “and to facilitate public access to the content of Council public meetings”.**

**The Policy Objective would then read: “The policy provides for the audio recording of the proceedings of Meetings to ensure the accurate preparation of the Minutes and to facilitate public access to the content of Council public meetings.**

At 8.39pm the Mayor submitted Amendment 2 as amended, which was declared

**LOST (6/7)**

**M15/5458 - POLICY REVIEW – MANAGEMENT SERVICES (REC) (ATTACHMENTS)**

<b>Vote Result Summary</b>	
Yes	6
No	7

<b>Vote Result Detailed</b>	
Cr Barling	Yes
Cr Barton	Yes
Cr O'Malley	Yes
Cr Pazolli	Yes
Cr Schuster	Yes
Cr Woodall	Yes
Cr Aubrey	No
Cr Foxtton	No
Cr Macphail	No
Cr Phelan	No
Cr Robartson	No
Cr Wieland	No
Mayor Aubrey	No

Amendment 4

At 8.22 Cr Pazolli moved, seconded Cr Barton –

**The mover and seconder agreed to incorporate point 2 in Amendment 4.**

**That a Point 2 to the proposed amendment for the draft Policy CP-088 (Recording of Minutes) as presented to Council be added to read as follows:**

**That the draft Policy CP-088 (Recording of Minutes) as presented to Council be amended as follows:**

- 1. Policy Statement – Access to Recordings be amended by deleting the following sentences from the first paragraph of the Section: “Every application for access will be dealt with by way of the Freedom of Information Act 1992. This will enable a proper assessment of the whole record prior to release to prevent publishing of material such as may be deemed to be defamatory and ensuring information that is exempt under the Act is not released.”**
- 2. Delete the following words from – Access to Recordings “Fees and charges apply as prescribed by the Freedom of Information Act 1992.”**

At 8.23pm the Mayor submitted Amendment 4, which was declared

**LOST (3/10)**

**M15/5458 - POLICY REVIEW – MANAGEMENT SERVICES (REC) (ATTACHMENTS)**

<b>Vote Result Summary</b>	
Yes	3
No	10

<b>Vote Result Detailed</b>	
Cr Barling	Yes
Cr Barton	Yes
Cr Pazolli	Yes
Cr Aubrey	No
Cr Foxtan	No
Cr Macphail	No
Cr O'Malley	No
Cr Phelan	No
Cr Robartson	No
Cr Schuster	No
Cr Wieland	No
Cr Woodall	No
Mayor Aubrey	No

**OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (5458)**

**APPROVAL**

At 8.40pm the Mayor submitted the Officer Recommendation

**That the fourteen policies reviewed by Governance Services as contained in the following attachments be approved.**

[CP-011 Ex gratia Payments](#)

[CP-012 Honorary Freeman of the City of Melville](#)

[CP-014 Question Time at Committee and Council Meetings](#)

[CP-015 Recognition of Elected Members Services](#)

[CP-016 Civic and Ceremonial Functions](#)

[CP-018 Terms of Office](#)

[CP-019 City of Melville Prayer](#)

[CP-020 Nomination on WALGA Committees](#)

[CP-021 Advisory and Management Committees](#)

[CP-022 Disaster Appeals](#)

[CP-083 Provision of Mayoral Vehicle](#)

[CP-088 Recording of Minutes](#)

[CP-091 Elected Members Allowances and Expenses](#)

[CP-092 Elected Members Professional Development](#)

At 8.40pm the Mayor declared the motion

**CARRIED UNANIMOUSLY (13/0)**

At 8.42pm The Mayor adjourned the meeting for a comfort break.

At 8.50pm the meeting resumed.

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

**KEY ISSUES / SUMMARY**

This report details the document to which the City of Melville Common Seal has been applied for the period from 23 October 2015 up to and including 12 November 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**

<b>Register Reference</b>	<b>Party</b>	<b>Description</b>	<b>ECM Reference</b>
1140	The City of Melville and Roger Reading of Booragoon	Heathcote Kitchen Building Hire Agreement - Studio 3 for one year to commence on 1 July 2015 until 30 June 2016	3639915
1141	The City of Melville and Anna Campbell of Palmyra	Heathcote Administration Building Hire Agreement - Studio 3 for one year to commence on 1 July 2015 until 30 June 2016	3639912
1142	The City of Melville and Melville Community Arts Association Inc	Heathcote Kitchen Building Hire Agreement - Studio 5 for one year to commence on 1 July 2015 until 30 June 2016	3639917
1147	The City of Melville and Lia McKnight and Stephen Armistead of Coolbellup	Heathcote Administration Building Hire Agreement- Studio 2 for one year to commence on 1 July 2015 until 30 June 2016	3639909

**M15/5000 – COMMON SEAL REGISTER (REC)****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.

**POLICY IMPLICATIONS**

There are no policy implications in this report.

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Not applicable.

**M15/5000 – COMMON SEAL REGISTER (REC)****CONCLUSION**

This is a standard report for Elected Members' information.

**OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (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 23 October 2015 up to and including 12 November 2015.**

At 8.51pm the Mayor submitted the motion, which was declared

**CARRIED UNANIMOUSLY EN BLOC (13/0)**

**C15/6000 - INVESTMENT STATEMENTS FOR OCTOBER 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>
<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes &amp; policies.</i>
<input type="checkbox"/>	Review	<i>When the Council operates as a review authority on decisions made by Officers for appeal purposes.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg. under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i>
<input checked="" type="checkbox"/>	Information	<b><i>For the Council/Committee to note.</i></b>

**KEY ISSUES / SUMMARY**

This report presents the investment statements for the period ending 31 October 2015 for the Council's information and noting.

**C15/6000 - INVESTMENT STATEMENTS FOR OCTOBER 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 31 October 2015 are shown in the tables below.

CITY OF MELVILLE STATEMENT OF INVESTMENTS FOR THE PERIOD ENDING 31 OCTOBER 2015	
<b>SUMMARY BY FUND</b>	
	<b>AMOUNT</b> \$
MUNICIPAL	\$ 52,544,347
RESERVE	\$ 97,527,522
TRUST	\$ 513,411
CITIZEN RELIEF	\$ 197,748
	<b>\$ 150,783,028</b>
<b>SUMMARY BY INVESTMENT TYPE</b>	
	<b>AMOUNT</b> \$
11AM	\$ 6,333,692
31DAYS AT CALL	\$ 1,000,000
60DAYS AT CALL	\$ 2,000,000
90DAYS AT CALL	\$ 5,000,000
TERM DEPOSIT	\$ 133,218,690
BOND	\$ 2,000,000
FRTD	\$ 1,000,000
UNITS (Local Govt Hse)	\$ 230,645
	<b>\$ 150,783,028</b>
<b>SUMMARY BY CREDIT RATING</b>	
	<b>AMOUNT</b> \$
AA	\$ 2,500,000
AA-	\$ 117,752,383
A+	\$ 19,300,000
A	\$ 2,000,000
A-	\$ 9,000,000
BBB+	\$ -
UNITS (Local Govt Hse)	\$ 230,645
	<b>\$ 150,783,028</b>

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

The following statements detail the investments held by the City for the period ending 31 October 2015.

STATEMENT OF INVESTMENTS FOR THE PERIOD ENDING 31 OCTOBER 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-	\$3,000,000	On call
WESTPAC (MAXI BONUS 1)	11AM	1.95%	AA-	\$2,315,930	On call
WESTPAC (MAXI BONUS 2)	11AM	1.95%	AA-	\$1,017,763	On call
				<b>\$6,333,692</b>	
WESTPAC (31DAYS AT CALL)	31DAYS AT CALL	2.15%	AA-	\$1,000,000	On call
				<b>\$1,000,000</b>	
WESTPAC (60DAYS AT CALL)	60DAYS AT CALL	2.95%	AA-	\$2,000,000	On call
				<b>\$2,000,000</b>	
WESTPAC (90DAYS AT CALL)	90DAYS AT CALL	3.05%	AA-	\$5,000,000	On call
				<b>\$5,000,000</b>	
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-	\$23,020,942	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
				<b>\$133,218,690</b>	
WESTPAC (FRTD)	FRTD	2.80%	AA-	\$1,000,000	Various
				<b>\$1,000,000</b>	
COMMONWEALTH BANK (RETAIL BOND)	BOND	3.20%	AA	\$2,000,000	20-Dec-15
				<b>\$2,000,000</b>	
UNITS IN LOCAL GOVT HOUSE	NA	NA	NA	\$230,645	NA
<b>TOTAL FUNDS INVESTED</b>				<b>\$150,783,028</b>	
CREDIT RISK COMPARISON					
CREDIT RISK	AMOUNT \$	ACTUAL PROPORTION	MAX. % AMOUNT IN TOTAL PORTFOLIO	Comments	
AA	\$2,500,000	2%	80%		
AA-	\$117,752,383	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
<b>TOTAL</b>	<b>150,783,028</b>	<b>100%</b>			

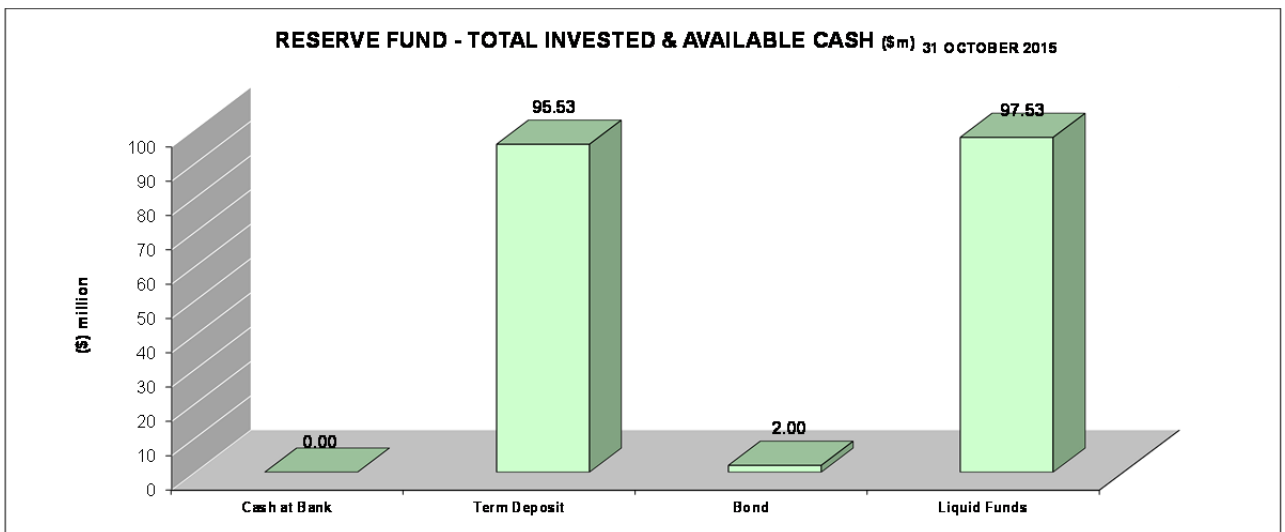
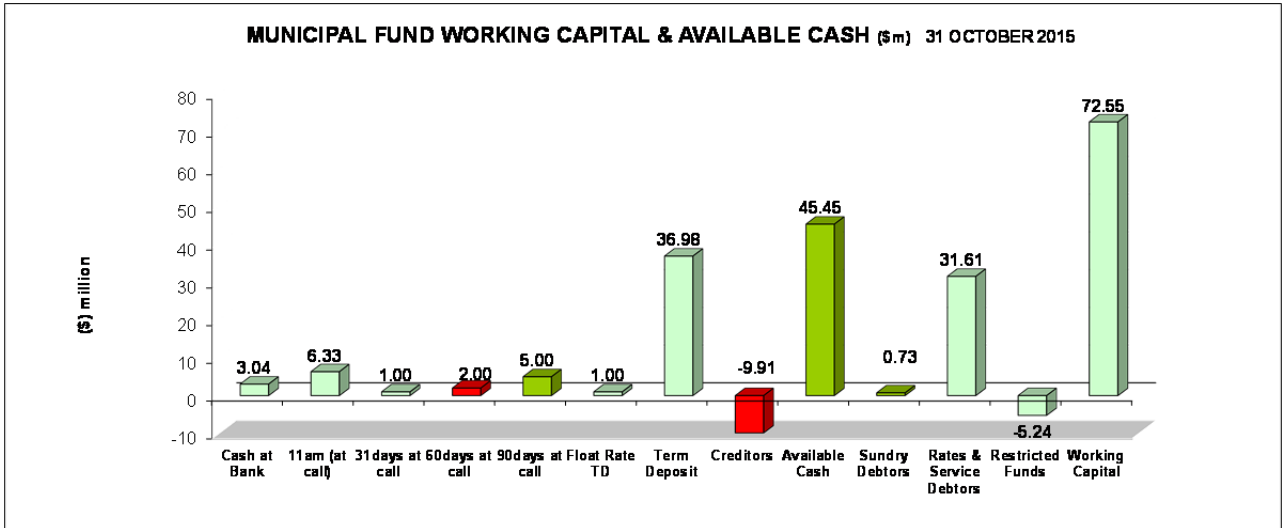
**C15/6000 - INVESTMENT STATEMENTS FOR OCTOBER 2015 (REC)**

<b>DIVERSIFICATION RISK</b>							
<b>INSTITUTION</b>	<b>INVESTMENT TYPE</b>	<b>S &amp; P RATING</b>	<b>AMOUNT</b>	<b>\$</b>	<b>ACTUAL PROPORTION</b>	<b>INSTITUTION PROPORTION</b>	<b>MAX. % WITH ANY ONE INSTITUTION</b>
ANZ BANK (TERM)	TERM	AA-	20,500,000		13.60%	13.60%	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		11.27%	11.27%	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		2.65%	2.65%	15%
CITIBANK (TERM)	TERM	AA-	-		0.00%	0.00%	20%
COMMONWEALTH BANK (TERM)	TERM	AA-	23,020,942		15.27%		
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%	16.59%	20%
ING BANK (TERM)	TERM	A-	-		0.00%	0.00%	15%
MACQUARIE BANK (TERM)	TERM	A	2,000,000		1.33%	1.33%	15%
NAB (TERM)	TERM	AA-	27,497,748		18.24%	18.24%	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		9.48%	9.48%	15%
WESTPAC (MAXI BONUS 1)	11AM	AA-	2,315,930		1.54%		
WESTPAC (MAXI BONUS 2)	11AM	AA-	1,017,763		0.67%		
WESTPAC (MAXI DIRECT)	11AM	AA-	3,000,000		1.99%		
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		7.96%	18.13%	20%
UNITS IN LOCAL GOVT HOUSE	NA	NA	230,645		0.15%	0.15%	
			<b>150,783,028</b>		<b>100%</b>	<b>100%</b>	
<b>MATURITY COMPARISON</b>							
<b>TERM to MATURITY</b>	<b>AMOUNT</b>	<b>\$</b>	<b>ACTUAL PROPORTION</b>	<b>MAX. % IN ANY ONE YEAR</b>	<b>Comments</b>		
<b>MUNICIPAL &amp; TRUST FUNDS</b>							
< 1 year	52,827,113		100%	100%			
	<b>52,827,113</b>		<b>100%</b>				
<b>RESERVE FUNDS</b>							
< 1 year	97,527,522		100%	100%			
	<b>97,527,522</b>		<b>100%</b>				

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

**Net Funds Held**

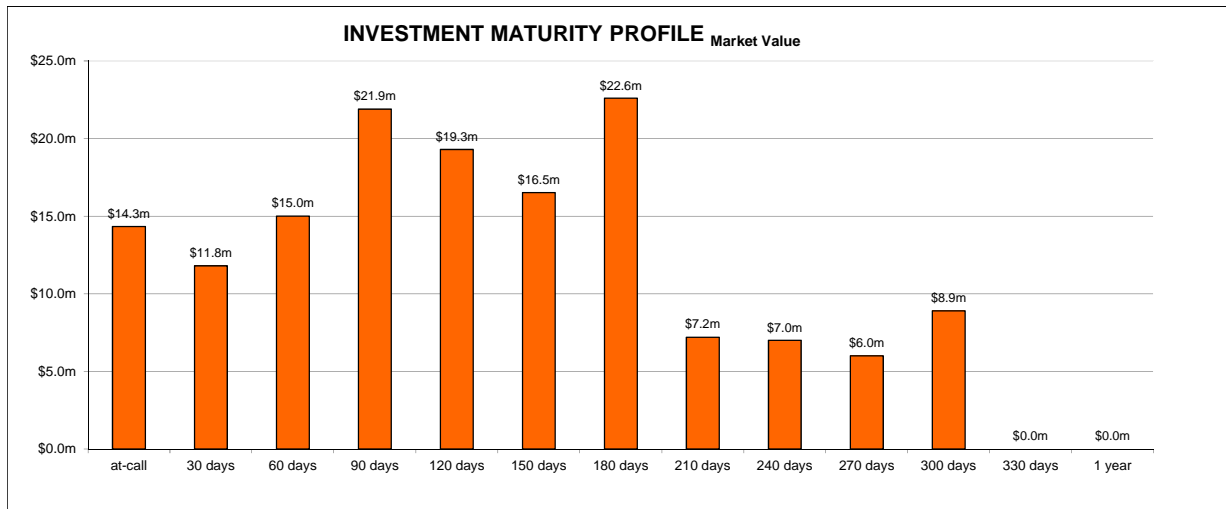
The graphs below summarise the Municipal Fund working capital and available cash and the funds held in the Reserve Fund as at 31 October 2015.





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

The graph below summarises the maturity profile of the City's investments at market value as at 31 October 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)

**FINANCIAL IMPLICATIONS**

For the period ending 31 October 2015:

- Investment earnings on Municipal and Trust Funds were \$386,427 against a year to date budget of \$271,667 representing a \$114,760 positive variance.

The weighted average interest rate for Municipal and Trust Fund investments as at 31 October 2015 was 2.73% which compares favourably to the benchmark three month bank bill swap (BBSW) reference rate of 2.15%.

- Investment earnings on Reserve accounts were \$970,885 against a year to date budget of \$833,333 representing a \$137,552 positive variance.

The weighted average interest rate for Reserve account investments as at 31 October 2015 was 2.85% which compares favourably to the benchmark three month bank bill swap (BBSW) reference rate of 2.15%.

**C15/6000 - INVESTMENT STATEMENTS FOR OCTOBER 2015 (REC)****STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS**

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

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.

**CONCLUSION**

The City's investment portfolio is invested in highly secure investments that are returning low investment returns. These returns 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 October 2015 be noted.**

At 8.51pm the Mayor submitted the motion, which was declared

**CARRIED UNANIMOUSLY EN BLOC (13/0)**

**C15/6001 – SCHEDULE OF ACCOUNTS PAID FOR OCTOBER 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 &amp; policies.</i>
<input type="checkbox"/>	Review	<i>When the Council operates as a review authority on decisions made by Officers for appeal purposes.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i>
<input checked="" type="checkbox"/>	Information	<b><i>For the Council/Committee to note.</i></b>

**KEY ISSUES / SUMMARY**

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

**C15/6001 – SCHEDULE OF ACCOUNTS PAID FOR OCTOBER 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 31 October 2015 ([6001 October 2015](#)), including Payment Registers numbers, Cheques 484 to 487 and Electronic Funds Transfers batches 380 to 381 was distributed to the Elected Members of Council on 20 November 2015.

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

<b>Supplier Name</b>	<b>Remittance Number</b>	<b>Remittance Details</b>	<b>Amount</b>
Aspen Funds Management Limited	E046722	Withdrawn building application for ALCOA BA-2008-546	\$78,125.00
Asphaltech Pty Ltd	E046432 & E046679	Road resurfacing to Jackson Avenue, Adamson Road & Dean Road	\$916,758.87
City of Cockburn	E046522	Tip fees for September	\$138,107.17
Data#3 Limited	E046360 & E046608	Annual renewal, software & hardware supplies	\$42,495.65
Dell Australia Pty Ltd	E046350	10x Dell Precision Tower 5810	\$32,879.00
Department of Parks & Wildlife	Chq 063042	Implementation of Bull Creek water quality improvement plan	\$80,300.00
Dickies Tree Service	E046285 & E046524	Tree lopping, pruning and chipping services at various areas	\$64,060.70
Digital Mapping Solutions	E046468 & E046707	GIS consultancy & subscription for Intramaps	\$47,597.00
Downer EDI Engineering Electrical	E046293 & E046531	Installation of car park lighting at LeisureFit Booragoon	\$48,087.60
Dowsing Concrete	E046507 & E046749	Concrete works at various areas	\$77,672.46
Fire & Emergency Services Authority WA	E046669	ESL remittance for September 2015-2016 ESL Local Government properties	\$578,194.38
Flexi Staff	E046313 & E046550	Temporary employment	\$40,085.07
Forrest Hills Spraying Services	E046440 & E046685	Footpath spraying City wide	\$55,290.00
Goodyear & Dunlop Tyres (Australia) Pty Ltd T/A Beurepaires	E046365 & E046614	Tyres renewal	\$26,944.17
LGIS Liability	E046560	LGIS liability, workcare and property insurance second instalment	\$908,612.35
Marketforce	E046399 & E046643	Advertisements	\$38,203.84
Natural Area Management & Services	E046499 & E046745	Progress claims for herbicide treatment to Bushland reserves	\$32,297.10
RMB Drilling	E046328 & E046572	Irrigation bores to Shirley Strickland Reserve, Len Shearer Reserve and Wireless Hill Reserve	\$126,385.60
Rhysco Electrical Services	E046391 & E046635	Electrical services at various places	\$35,469.51
Roads 2000 Pty Ltd	E046433 & E046680	Asphalt to Melville Beach Road & road pavement construction at Marnion Street	\$57,622.18
Siftings Sands	E046506	Maintenance to sandpits city wide	\$49,429.90

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

Supplier Name	Remittance Number	Remittance Details	Amount
Southern Metropolitan Regional Council	E046362 & E046609	Annual contributions for 2015-16, MSW gate fees for September, green waste gate fees for September and MRF gate fees for September	\$1,129,754.71
Synergy	E046312 & E046549	Electricity charges at various places	\$314,874.77
Titan Ford	E046329 & E046574	Purchase of Ford PU Ranger & servicing of vehicles	\$36,053.88
TJS Cleaning Services Perth Pty Ltd	E046445 & E046690	Cleaning of LeisureFit Booragoon and LeisureFit Melville	\$25,880.38
Tree Amigos Tree Surgeons	E046388 & E046630	Tree lopping services	\$36,708.10
Water Corporation	Chq's 063040 & 063146	Water charges	\$27,866.00
Wattleup Tractors	E046339	Purchase of Trimax Pegasus Mower	\$62,095.00
Young's Plumbing Service Pty Ltd	E046372 & E046620	Building maintenance	\$53,243.85

## 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.

**C15/6001 – SCHEDULE OF ACCOUNTS PAID FOR OCTOBER 2015 (REC)  
(ATTACHMENT)****ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Not applicable.

**CONCLUSION**

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

**OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (6001)****NOTING**

**That the Council notes the Schedule of Accounts paid for the month ending 31 October 2015 as approved by the Director Corporate Services in accordance with delegated authority DA-035, and detailed in attachment [6001 October 2015](#)**

At 8.51pm the Mayor submitted the motion, which was declared

**CARRIED UNANIMOUSLY EN BLOC (13/0)**

**C15/6002 – STATEMENTS OF FINANCIAL ACTIVITY FOR OCTOBER 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"/>	<b>Executive</b>	<b><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></b>
<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes &amp; policies.</i>
<input type="checkbox"/>	Review	<i>When the Council operates as a review authority on decisions made by Officers for appeal purposes.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i>
<input type="checkbox"/>	Information	<i>For the Council/Committee to note.</i>

**KEY ISSUES / SUMMARY**

This report presents:

- The Statements of Financial Activity for the period ending 31 October 2015 and recommends that they be noted by the Council.
- Budget amendments for the period ending 31 October 2015 and recommends that they be adopted by Absolute Majority decision of the Council.
- The variances for the month of October 2015 and recommends that they be noted by the Council.



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

The Statements of Financial Activity for the period ending 31 October 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 31 October 2015, net operating positive variances of \$5.423 million and net capital positive variances of \$1.061 million were recorded.

**Variances**

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

**Revenue**

\$80.859 million in Rates was raised to 31 October 2015. This is compared with a revised year to date budget of \$80.594 million, resulting in a positive variance of \$265k.

CITY OF MELVILLE STATEMENT OF VARIANCES IN EXCESS OF \$50,000 FOR THE PERIOD ENDED 31 OCTOBER 2015							
	October Actual \$	YTD Rev. Budget \$	YTD Actual \$	Variance \$	Variance %	Annual Budget \$	Annual Rev. Budget \$
<b>Revenues</b>							
General Purpose Funding	43,431	5,620,550	5,695,132	74,582	1%	10,579,550	10,579,550
Community Amenities	181,407	2,003,083	2,166,375	163,292	8%	3,205,507	3,076,624
Transport	331,677	1,067,200	1,180,423	113,223	11%	3,124,779	3,693,266
Economic Services	416,819	1,339,489	1,400,923	61,434	5%	2,803,255	2,803,255
Other Property and Services	231,322	98,427	800,923	702,497	714%	3,374,667	3,587,667
	2,068,518	15,577,387	16,791,537	1,685,270	8%	31,697,763	32,354,367
<b>Expenses</b>							
Governance	(259,257)	(1,428,619)	(1,029,538)	399,081	-28%	(4,195,642)	(4,482,256)
General Purpose Funding	(1,505,638)	(2,587,616)	(2,846,433)	(258,817)	10%	(4,243,834)	(4,953,336)
Law, Order, Public Safety	(293,689)	(1,188,182)	(1,112,088)	76,094	-6%	(3,807,299)	(3,801,854)
Education & Welfare	(245,657)	(941,741)	(858,983)	82,758	-9%	(2,899,612)	(2,912,198)
Community Amenities	(1,957,970)	(8,621,558)	(7,146,477)	1,475,081	-17%	(24,390,165)	(24,847,800)
Recreation and Culture	(2,793,450)	(9,783,500)	(8,894,656)	888,845	-9%	(29,594,045)	(29,791,704)
Transport	(881,435)	(2,971,019)	(2,472,946)	498,074	-17%	(8,903,681)	(8,962,363)
Economic Services	(197,099)	(685,156)	(805,612)	(120,455)	18%	(2,142,783)	(2,142,783)
Other Property and Services	(669,626)	(7,834,829)	(6,922,069)	912,760	-12%	(20,130,413)	(20,472,034)
	(8,880,397)	(36,411,814)	(32,421,355)	5,932,426	-11%	(101,412,725)	(103,471,579)
<b>Capital Revenue &amp; Expenditure</b>							
Purchase of Furniture & Equipment	(18,335)	(1,066,861)	(619,462)	447,399	-42%	(1,476,120)	(2,585,834)
Purchase of Plant & Equipment	(145,260)	(558,469)	(373,274)	185,195	-33%	(4,496,368)	(5,334,368)
Purchase of Land & Buildings	(74,116)	(466,534)	(362,067)	104,467	-22%	(5,153,700)	(6,699,179)
Purchase of Infrastructure Assets	(1,628,090)	(3,464,260)	(3,208,224)	256,036	-7%	(16,644,956)	(21,456,907)



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

Not applicable for October 2015.

**Budget Amendments**

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

- \$108,953 – Consolidation of Point Walter Reserve budgets.
- \$152,000 – Transfer from Refuse Facilities Reserve to provide funding for the supply and installation of GPS and monitoring software on Domestic Waste as per Council Item T15/3637.
- \$141,000 – Transfer for Wireless Hill War Memorial to Cultural Development Coordinator.
- \$105,000 – Transfer of Capital Projects to new responsible officers.

**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 \$8,805,334 was collected over the course of the month. Rates collection progress for the month of October is 2.4% below target which represents a dollar value of \$2,038,811. As at 31 October, 71.6% of 2015/2016 rates had been collected. This was 2.4% less than collected for the same time last year.

Total sundry debtor balances increased by \$73,744 over the course of the month from \$438,750 to \$512,494. The 90+ day's debtor balance increased by \$24,812 from \$141,977 to \$166,789.

**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 October 2015.

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

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

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

**STAKEHOLDER ENGAGEMENT**

**I. COMMUNITY**

Not applicable.

**II. OTHER AGENCIES / CONSULTANTS**

Not applicable.

**STATUTORY AND LEGAL IMPLICATIONS**

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

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

**C15/6002 – STATEMENTS OF FINANCIAL ACTIVITY FOR OCTOBER 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 October 2015](#) (Notes on Statement of Variances in excess of \$50,000).

**C15/6002 – STATEMENTS OF FINANCIAL ACTIVITY FOR OCTOBER 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 31 October 2015.

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

**ABSOLUTE MAJORITY**

At 8.49pm Cr Schuster moved, seconded Cr Barling –

**That the Council:**

- Note the Rate Setting Statement and Statements of Financial Activity for the month ending 31 October 2015 as detailed in the following attachments:**

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

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

At 8.49pm the Mayor submitted the motion, which was declared

**CARRIED UNANIMOUSLY BY ABSOLUTE MAJORITY (13/0)**

**LATE ITEM - M15/5459 - DISCLOSURE OF GIFTS AND TRAVEL ONLINE (REC)**

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 : 2015/2016  
 Funding : In Accordance with 2015/2016 Budget  
 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"/>	<b>Executive</b>	<b><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></b>
<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes &amp; policies.</i>
<input type="checkbox"/>	Review	<i>When the Council operates as a review authority on decisions made by Officers for appeal purposes.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i>
<input type="checkbox"/>	Information	<i>For the Council/Committee to note.</i>

**LATE ITEM - M15/5459 - DISCLOSURE OF GIFTS AND TRAVEL ONLINE (REC)****KEY ISSUES / SUMMARY**

- Information has been received advising that the *Local Government Act 1995* will be amended requiring Mayors and Elected Members across the State to disclose details of travel and gifts they receive within 10 days and for the information to be put online.
- The amended Legislation will come into effect on the 1 July 2016.
- It is recommended that Council not wait for the Act to come into effect on July 1 2016 and commence listing travel and gifts online immediately.

**BACKGROUND**

Proposed amendments to the *Local Government Act 1995* will require Elected Members across the State to disclose details of any travel and gifts they receive and for the information to be put online within 10 days of travel or gifts being received.

The Legislation has passed the Legislative Assembly and the proposed amendments once passed by the Legislative Council will come into effect on the 1 July 2016.

**DETAIL**

There is support for the proposed amendments as it will improve transparency across the Local Government sector.

Local Government Minister Tony Simpson is encouraging all councils not to wait for the legislation to pass, but to commence listing travel and gifts online as soon as possible and not wait for the Act to come into effect on July 1 2016.

The City of Melville should be seen as a leader in this field and commence listing travel and gift registers online prior to 1 July 2016.

The amendment to the legislation will mean that all travel and gifts with a value of \$200 or greater will require a disclosure form to be lodged with the Chief Executive Officer within 10 days of the receipt or acceptance of travel or a gift.

**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.

**LATE ITEM - M15/5459 - DISCLOSURE OF GIFTS AND TRAVEL ONLINE (REC)****STATUTORY AND LEGAL IMPLICATIONS**

Clauses 5.82 and 5.83 of the *Local Government Act 1995* have been amended to read as follows once the Amendment Bill passes through Parliament and two new Clauses 5.89A and 5.89B have also been added.

**5.82. Gifts**

- (1A) A relevant person is to disclose each gift received by the person.
  - (1B) The disclosure is to be made in writing to the CEO.
  - (1C) The disclosure is to be made within 10 days of receipt of the gift by the relevant person
- (1) The disclosure is to include the following —
- (a) a description of the gift;
  - (b) the name and address of the person who made the gift;
  - (c) the date on which the gift was received;
  - (d) the estimated value of the gift at the time it was made;
  - (e) the nature of the relationship between the relevant person and the person who made the gift.
- (2) Nothing in this Subdivision requires a relevant person to disclose a gift received by the person if —
- (a) the amount of the gift did not exceed the prescribed amount unless —
    - (i) the gift was one of 2 or more gifts made by one person at any time during a year; and
    - (ii) the sum of those 2 or more gifts exceeded the prescribed amount;

**5.83. Contributions to travel**

- (1A) A relevant person is to disclose each financial or other contribution that has been made to any travel undertaken by the person.
  - (1B) The disclosure is to be made in writing to the CEO.
  - (1C) The disclosure is to be made within 10 days of receipt of the contribution by the relevant person.
- (1) The disclosure is to include the following —
- (a) a description of the contribution;
  - (b) the name and address of the person who made the contribution;
  - (c) the date on which the contribution was received;
  - (d) the estimated value of the contribution at the time it was made;



**LATE ITEM - M15/5459 - DISCLOSURE OF GIFTS AND TRAVEL ONLINE (REC)**

- (e) the nature of the relationship between the relevant person and the person who made the contribution;
  - (f) a description of the travel;
  - (g) the date of travel.
- (2) Nothing in this Subdivision requires a relevant person to disclose a financial or other contribution to any such travel undertaken by a person if —
- (a) the contribution was made from Commonwealth, State or local government funds; or
  - (b) the contribution was made by a relative of the person; or
  - (c) the contribution was made in the ordinary course of an occupation of the person which is not related to his or her duties as a council member or employee; or
  - (d) the amount of the contribution did not exceed the prescribed amount unless —
    - (i) the contribution was one of 2 or more contributions made by one person at any time during a year; and
    - (ii) the sum of those 2 or more contributions exceeded the prescribed amount;

**5.89A. Register of gifts and contributions to travel**

- (1) A CEO is to keep a register of gifts and contributions o travel.
- (2) The register is to contain a record of the disclosures made under sections 5.82 and 5.83.
- (3) The register is to be in the form that is prescribed (if any).
- (4) The CEO is to make the register available for public inspection.
- (5) The CEO is to publish the register on the local government's official website.
- (6) As soon as practicable after a person ceases to be a person who is required under section 5.82 or 5.83 to make a disclosure, the CEO is to remove from the register all records relating to that person.
- (7) Disclosures made under section 5.82 or 5.83 and removed from the register under subsection (6) are, for a period of at least 5 years after the person who made the disclosure ceases to be a person required under section 5.82 or 5.83 to make a disclosure —
  - (a) to be kept by the CEO; and
  - (b) to be made available for public inspection.

**5.89B. Offence to fail to disclose under sections 5.82 and 5.83**

A relevant person must comply with the requirements of sections 5.82 and 5.83 in relation to the disclosure of information.

***Penalty: a fine of \$10 000 or imprisonment for 2 years.***



**LATE ITEM - M15/5459 - DISCLOSURE OF GIFTS AND TRAVEL ONLINE (REC)****FINANCIAL IMPLICATIONS**

There are no financial implications in this report.

**STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS**

The proposed Legislation provides a basis of expectations for the behaviour and conduct of Elected Members in disclosing details of travel and gifts they receive and putting the information online. It also provides for the commitment to ethical and professional behaviour and outlines principles on which individual and collective local government responsibilities may be based.

**POLICY IMPLICATIONS**

Not applicable

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

The Council could resolve to wait for the legislation to come into effect before listing travel and gift registers on the City's website. This approach is not recommended as it suggests that the Council does not support an increased level of transparency.

**CONCLUSION**

The disclosure of travel and gifts in an online format will occur given the Amendment Bill is passed by the Legislative Council. The Council has the opportunity to take a lead in being transparent with the disclosure of travel and gifts and commence listing travel and gift registers online prior to 1 July 2016.

**OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (5459)****APPROVAL**

**That the Council commence listing travel and gift registers on the City's website immediately.**

At 8.51pm the Mayor submitted the motion, which was declared

**CARRIED UNANIMOUSLY EN BLOC (13/0)**

**LATE ITEM - C15/6090 - ROAD REHABILITATION AND ASSOCIATED WORKS 2015/2016  
(Q13/15) (REC) (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 : None  
 Works Programme : Capital Works - Roads  
 Funding : 2015/2016 Budget Road Resurfacing  
 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"/>	<b>Executive</b>	<b><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></b>
<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes &amp; policies.</i>
<input type="checkbox"/>	Review	<i>When the Council operates as a review authority on decisions made by Officers for appeal purposes.</i>
<input type="checkbox"/>	Quasi-Judicial	<i>When the Council determines an application/matter that directly affects a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of Quasi-Judicial authority include town planning applications, building licences, applications for other permits/licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.</i>
<input type="checkbox"/>	Information	<i>For the Council to note.</i>

**LATE ITEM - C15/6090 - ROAD REHABILITATION AND ASSOCIATED WORKS 2015/2016  
(Q13/15) (REC) (CONFIDENTIAL ATTACHMENT)****KEY ISSUES / SUMMARY**

To recommend acceptance that the lump sum price submitted by Roads2000 Pty Ltd for Road Rehabilitation and Associated Works be accepted as the most advantageous.

**BACKGROUND**

The City has identified roads through the City's asset management systems which require road rehabilitation within the 2015/2016 financial year to maintain an acceptable level of service.

Due to new local government regulations, the road rehabilitation panel contract could no longer be advertised for tender in its existing format and the existing contract could not be extended. To ensure continuity of works it was decided that the works would be advertised through Western Australian Local Government Association (WALGA) Road Building Supplies and Services (Road Building Materials and Related Services) – Preferred Panel Supply C033\_13.

**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 Friday 20 November 2015 and will be provided to Elected Members on Tuesday 1 December 2015 under confidential cover.

**Quotation Evaluation Process**

Quotes were only assessed against price. WALGA suppliers are prequalified and have already passed qualitative criterion set by WALGA. Furthermore, quotes were only requested from three contractors that have completed similar works for the City in the past and have successfully passed the City's performance reviews.

**DETAIL**

Quotation requests issued: Three

- Roads2000
- Asphaltech
- Downer

Quotation submissions received: Three

- Roads2000
- Asphaltech
- Downer

Roads2000 had the most favourable lump sum price and has previously demonstrated capability working on similar projects for the City.

**LATE ITEM - C15/6090 - ROAD REHABILITATION AND ASSOCIATED WORKS 2015/2016  
(Q13/15) (REC) (CONFIDENTIAL ATTACHMENT)**

**STAKEHOLDER ENGAGEMENT**

**I. COMMUNITY**

Not Applicable

**II. OTHER AGENCIES / CONSULTANTS**

Not Applicable

**STATUTORY AND LEGAL IMPLICATIONS**

Section 3.57 of the *Local Government Act 1995* clause 11 (2) (b) exempts the requirement to call for tenders where “the supply of the goods or services is to be obtained through the Council Purchasing Service of WALGA”.

**FINANCIAL IMPLICATIONS**

The amount of \$3,993,119 has been provided in the 2015/2016 budget for road rehabilitation of the roads quoted on.

Roads2000 Pty Ltd lump sum price proved the most advantageous to the City.

The quoted amount by Roads2000 is \$2,576,313

An estimated additional amount of \$40,000 is expected to be required for line spotting once the approved line marking drawings are received back from Main Roads.

An estimated additional amount of \$260,000 is expected to be required once approved Traffic Management Plans are produced.

**STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS**

Identified Risk	Likelihood	Consequences	Rating	Treatment
If resurfacing works do not proceed, there is a risk that the roads will deteriorate to the point where major and more expensive reconstruction works are required.	Possible	Major	<b>High</b>	Ensure that all roads included in the Capital Works Program are completed without delays.

**LATE ITEM - C15/6090 - ROAD REHABILITATION AND ASSOCIATED WORKS 2015/2016  
(Q13/15) (REC) (CONFIDENTIAL ATTACHMENT)**

Poor quality of works leading to early deterioration of roads.	Possible	Major	<b>High</b>	Monitor quality of work through testing and inspections. Require a bank guarantee to cover the works and 12 months defect and liability period.
Contractor not being able to complete works in a timely manner resulting in complaints and loss of reputation for the City.	Possible	Minor	<b>Medium</b>	Only request quotes from contractors that have successfully completed similar works for the City in the past.

**POLICY IMPLICATIONS**

Conduct the purchase in accordance with Council Policy CP-023 Procurement of Goods or Services

**CONCLUSION**

The Responsible Officer has reviewed the quote from Roads2000 and has recommended its acceptance based on the price and previous performance of similar projects within the City to the Contract Tender Advisory Unit. As the contract value 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.

**OFFICER RECOMMENDATION (6090) Q13/15**

**APPROVAL**

**That the quotation submitted by Roads2000 Pty Ltd for Roads Rehabilitation and Associated Works 2015/2016, under the WALGA Road Building Supplies and Services (Road Building Materials and Related Services) Panel Number C033\_13, for the lump sum of \$2,576,313.68, with additional amounts for linemarking and traffic management as stated above, as specified, be accepted as the most advantageous.**

**LATE ITEM - C15/6090 - ROAD REHABILITATION AND ASSOCIATED WORKS 2015/2016  
(Q13/15) (REC) (CONFIDENTIAL ATTACHMENT)****CONTRACT AND TENDER ADVISORY UNIT RECOMMENDATION AND COUNCIL  
RESOLUTION (6090) Q13/15 APPROVAL**

1. That the Council accepts the quotation submitted by Roads2000 Pty Ltd for Roads Rehabilitation and Associated Works 2015/2016, under the Western Australian Local Government Association Road Building Supplies and Services (Road Building Materials and Related Services) Panel Number C033\_13, for the lump sum of \$2,576,313.68, as specified, excluding GST as the most advantageous; and .
2. That the additional expenditure required for linemarking and traffic management be accepted by the Council to a maximum of \$400,000 excluding GST.

At 8.51pm the Mayor submitted the motion, which was declared

**CARRIED UNANIMOUSLY EN BLOC (13/0)**

**LATE ITEM C15/6089 - REVIEW OF COUNCIL POLICY CP-023 PROCUREMENT OF PRODUCTS AND SERVICES (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 : Item C14/6077 – Review of Council Policy CP-023 Procurement of Products and Services - Ordinary Meeting of Council held 9 December 2014.  
 Works Programme : Not Applicable  
 Funding : Not Applicable  
 Responsible Officer : Bruce Taylor  
 Manager Financial Services

**AUTHORITY / DISCRETION**

**DEFINITION**

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<input checked="" type="checkbox"/>	<b>Legislative</b>	<b><i>Includes adopting local laws, town planning schemes &amp; policies.</i></b>
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<input type="checkbox"/>	Information	<i>For the Council/Committee to note.</i>

**LATE ITEM C15\_6089 - REVIEW OF COUNCIL POLICY CP-023 PROCUREMENT OF PRODUCTS AND SERVICES (REC) (ATTACHMENT)****KEY ISSUES / SUMMARY**

- Amendments to the *Local Government (Functions and General) Regulations 1996* increasing the tender threshold and permitting local governments to establish and manage panels for pre-qualified suppliers, were published in the *Government Gazette* on 18 September 2015 to take effect on 1 October 2015.
- The Regulations do not state the requirements for purchases less than \$150,000 however, under Section 11A of the *Local Government (Functions and General) Regulations 1996* the City must have a written Purchasing Policy.
- Council Policy CP-023 Procurement of Products and Services states the City's approach to the procurement of products and services.
- This report and recommendation proposes a change to the Policy to comply with the amendment to the *Functions and General Regulations* and the adoption of the purchasing value thresholds outlined in the updated WALGA Model Purchasing Policy.

**BACKGROUND**

Recent amendments to the *Local Government (Functions and General) Regulations 1996* were published in the *Government Gazette* on 18 September 2015, with effect from 1 October 2015, to increase the tender limit from \$100,000 to \$150,000 and create pre-qualified supplier panels.

The amendments are a result of recommendations made by the Local Government Steering Committee and the Corruption and Crime Commission (CCC), with the aim of improving the purchase and tendering practices of local government.

A local government may also establish and manage panels of pre-qualified suppliers, through the creation of a written policy permitting the local government to do so. The local government may create a separate policy with respect to panels of pre-qualified suppliers, or define the policy within its existing Purchasing Policy. Panels of pre-qualified suppliers has been added to Council Policy CP-023. .

The City's purchasing quotation/tender thresholds are set by CP-023. The value of each purchase of a product or service over the contract period determines the purchasing requirement in each instance.

**DETAIL**

The amendments to the regulations also included changes to

- Anti-avoidance provisions,
- Receiving and opening tenders,
- Amendments to the prescribed value and disposition of property; and,
- Varying a contract.



**LATE ITEM C15\_6089 - REVIEW OF COUNCIL POLICY CP-023 PROCUREMENT OF PRODUCTS AND SERVICES (REC) (ATTACHMENT)**

A summary of the key amendments are provided below -

**Tender Threshold**

The tender threshold has been increased from \$100,000 to \$150,000. For the purchase of goods and services under this threshold, the amendments have introduced the requirement for the purchasing policy to include the minimum number of oral and written quotes that must be received.

If the contract for goods or services is expected to be more than \$150,000 a public tender process is required.

Amendments have been made to Regulation 11(2) which relates to circumstances when tenders do not need to be publicly invited. This includes when goods or services are obtained through:

- the WA Local Government Association preferred supplier program
- a person registered on the Aboriginal Business Directory WA for contracts worth \$250,000 or less, or
- an Australian Disability Enterprise.

It is also not necessary to invite public submissions if the term of the original contract is being renewed or extended where:

- (i) the original contract was entered into after a public submission period
- (ii) the invitation to tender included the option for a renewal or extension
- (iii) the original contract contained an option to renew or extend, and
- (iv) the supplier's tender included a requirement for such an option.

**Panels of pre-qualified suppliers**

The Regulations have been amended to introduce the ability for local governments to create a panel of pre-qualified suppliers. There are some conditions on developing a panel including:

- the need for a local government to develop a written policy outlining how the panel will operate;
- how each supplier will be invited to quote;
- consistent communication with the panel; and,
- the recording and retention of quotes and purchases from suppliers.

In establishing a panel, persons are to be publicly invited to apply. State-wide public notice is required and it must be open for at least 14 days following the first notice.

There is a range of detailed information that needs to be made available about the proposed panel including: the written policy; details of how the panel will operate; the period for which the panel will be established; and, the number of suppliers the local government intends to appoint to the panel.

**LATE ITEM C15\_6089 - REVIEW OF COUNCIL POLICY CP-023 PROCUREMENT OF PRODUCTS AND SERVICES (REC) (ATTACHMENT)**

Once a panel has been established, local governments may enter into a contract (or contracts) with any of the pre-qualified suppliers. However, the contract(s) cannot exceed 12 months and cannot contain an option to renew or extend its term. If it is expected that a contract is to exceed 12 months the particular good or service should be put to tender.

Regulation 13 of the *Local Government (Audit) Regulations 1996* has been amended to require local governments to carry out an audit of compliance for panels of tenders in accordance with section 7.13(1)(i) of the *Local Government Act 1995*. This audit requirement will be added to the Internal Process Auditors Annual Audit Plan.

The previous WALGA Model Purchasing Policy and to the current Council Policy CP-023 are listed below -

Previous WALGA Model Purchasing Policy Purchase Value Threshold	
Up to \$1,000	At least two (2) oral or written quotations
\$1,001 - \$39,999	At least three (3) written quotations
\$40,000 - \$99,999	At least three (3) written quotations containing price and specification of goods and service.
Over \$100,000	Tender required

Current Council Policy CP-023 Purchase Value Threshold	
Up to \$2,000	Professional discretion to be exercised. Market testing
\$2,001 - \$14,999	Obtain at least three verbal quotations or priced printouts from reputable suppliers' catalogues or websites
\$15,000 - \$49,999	Written specification and obtain at least three (3) written quotations
\$50,000 - \$99,999	Written specification and obtain at least three (3) written quotations and the procurement decision is to be based on pre-determined evaluation criteria
Over \$100,000	Tender required

It is proposed that the Council adopt the purchase value thresholds proposed in the WALGA Model Purchasing Policy, which is outlined below -

Proposed WALGA Model Purchasing Policy Purchase Value Threshold	
Up to \$5,000	At least one (1) oral or written quotation
Over \$5,000 and up to \$50,000	At least three (3) written quotations
Over \$50,000 and up to \$150,000	At least three (3) written quotations under a Request for Quotation, and the procurement decision is to be based on pre-determined evaluation criteria
Over \$150,000	Tender required

**LATE ITEM C15\_6089 - REVIEW OF COUNCIL POLICY CP-023 PROCUREMENT OF PRODUCTS AND SERVICES (REC) (ATTACHMENT)**

The further refinement that the City is considering is to use a set of standard terms and conditions that will be applied to procurement of simple products and services of relatively lower value.

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

No community engagement or consultation has been carried out.

**II. OTHER AGENCIES / CONSULTANTS**

No external engagement or consultation has been carried out.

**STATUTORY AND LEGAL IMPLICATIONS**

Section 3.57 - Tenders for providing goods or services, provides that -

*(1) 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.*

*(2) Regulations may make provision about tenders.*

Regulation 11 - When tenders have to be publicly invited -

*(1) Tenders are to be publicly invited according to the requirements of this Division before a local government enters into a contract for another person to supply goods or services if the consideration under the contract is, or is expected to be, more, or worth more, than \$150 000 unless subregulation (2) states otherwise.*

*(2) Local Governments may also use State Government or WALGA Preferred Suppliers Panel, if the value of a purchase is or is expected to be \$150,000 or greater (exclusive of GST).*

The *Local Government (Functions and General) Regulations 1996* Regulation 11A requires the City to have a written Purchasing Policy.

**FINANCIAL IMPLICATIONS**

The changes to the Policy have no direct financial impacts on existing budget. The changes will create efficiencies in the tender process as purchases that are now between \$100,000 and \$150,000 can be completed using the major quotations process. Increasing the other procurement levels will further streamline the procurement process.

**LATE ITEM C15\_6089 - REVIEW OF COUNCIL POLICY CP-023 PROCUREMENT OF PRODUCTS AND SERVICES (REC) (ATTACHMENT)**

**STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS**

There are no environmental management implications with regard to this matter.

The complexity of internal process specifically the procurement process is identified as a Strategic Risk (Risk R4.7) and is rated as High

<b>Risk Statement</b>	<b>Level of Risk</b>	<b>Risk Mitigation Strategy</b>
Strategic Risk R4.7 – Complexity and length of internal processes (i.e. tenders, acquisition and / or disposal of property) results in inefficient operations of the City, missed opportunities and / or customer dissatisfaction.	Risk rating of <b>High</b>	The changes to the tender limit will reduce the complexity of the tender process as procurements under \$150,000 can now be completed using the quotation process instead of the tender process.

The Finance Team has identified the following as an operational risk, which is also rated High.

<b>Risk Statement</b>	<b>Level of Risk</b>	<b>Risk Mitigation Strategy</b>
The Finance Team has an identified operational risk of “Delays in tendering and procurement process result in delays in products and services” and in some cases rework. Other results of this risk are staff and supplier frustration, impact on ability to expend funds and completed scheduled works and internal staff inefficiencies.	Moderate consequences which are likely, resulting in a <b>High</b> level of risk	Review Purchasing Policy and Procedure to reduce complexity of process. Continue Procurement Planning meetings. Implement further improvements to simplify the procurement process.

**LATE ITEM C15\_6089 - REVIEW OF COUNCIL POLICY CP-023 PROCUREMENT OF PRODUCTS AND SERVICES (REC) (ATTACHMENT)**

Other risks identified with this change in Policy are -

Risk Statement	Level of Risk	Risk Mitigation Strategy
Risk of Procurement Policy and Procedures not being applied or implemented by Service Areas resulting in value for money purchasing not being achieved, fraud and corruption or poor contract development.	Moderate consequences which are likely, resulting in a <b>High</b> level of risk	<p>Deliver training to staff in legislative requirements and application of City of Melville Procurement Policy and Procedure.</p> <p>Quality control signoff by Manager and Director.</p> <p>Risk assessment to be undertaken on purchases between \$50,000 and \$149,999 to determine level of Purchasing Team involvement.</p> <p>Standard Terms and Conditions reviewed and to be implemented.</p> <p>Initial monitoring and reporting to EMT/OMT on compliance with policy and procedure.</p> <p>Periodic internal audits be undertaken in regards to purchases being undertaken to ensure they meet the necessary standards.</p>

**POLICY IMPLICATIONS**

The main implication of the policy change is that, subject to a risk assessment being undertaken, procurements up to \$149,999 may be able to be carried out under the quotation process. The City will also establish panels of pre-qualified suppliers where most of the following factors apply:

- the City determines that a range of similar goods and services are required to be purchased on a continuing and regular basis;
- there are numerous potential suppliers in the local and regional procurement-related market sector(s) that satisfy the test of 'value for money';
- the purchasing activity under the intended Panel is assessed as being of a low to medium risk;
- the Panel will streamline and will improve procurement processes; and
- the City has the capability to establish, manage the risks and achieve the benefits expected of the proposed Panel.

**LATE ITEM C15\_6089 - REVIEW OF COUNCIL POLICY CP-023 PROCUREMENT OF PRODUCTS AND SERVICES (REC) (ATTACHMENT)****ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

The Council could elect not to change purchasing limits, or increase the tender limit from \$100,000 to \$150,000 or support the establishment of panels of pre-qualified suppliers.

This would mean that the City would be out of line with the:

- *Local Government (Functions and General) Regulations 1996,*
- majority of other local governments, and
- WALGA's Model Purchasing Policy.

The City's procurement practices will remain restrictive and inefficient.

**CONCLUSION**

The current Policy showing the proposed "doc track changes" to CP-023 is attached. The proposed change to the Policy will streamline the purchasing process and allow for the appointment of panels of pre-qualified suppliers. Additional minor corrections have also been made.

Training of responsible officers in the application of the Policy and requirements around appointing panels will be undertaken.

**OFFICER RECOMMENDATION AND COUNCIL RESOLUTION (6089)****APPROVAL**

**That the Council adopts revised Council Policy CP-023 Procurement of Products and Services as attached [6089 CP-023 Procurement of Goods and Services Review](#)**

At 8.51pm the Mayor submitted the motion, which was declared

**CARRIED UNANIMOUSLY EN BLOC (13/0)**

**15. EN BLOC ITEMS**

At 8.51pm moved Cr Foxtan, Seconded Cr Barling –

**That the recommendations for items M15/5000, C15/6000, C15/6001, M15/5459, C15/6090 and C15/6089 be carried En Bloc.**

At 8.51pm the Mayor submitted the motion, which was declared

**CARRIED UNANIMOUSLY (13/0)**

**16. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN****16.1 Proposed Amendment to Notification Requirements of Council Policy 056 [Planning Process and Decision Making]**

At 8.52pm Cr Schuster moved, seconded C–

**That the Council:**

**Amends Clause 1.8 of Council Policy 056 [Planning Process and Decision Making] to read as follows:**

**“In dealing with Development Applications within the Canning Bridge and Melville City Centre Structure Plan areas, for which additional height [or other additional development] is sought via bonus provisions in the Structure Plan areas in conjunction with the delivery of associated community benefits, as a minimum requirement an informal process of notification, as opposed to formal consultation will be followed.**

**The key method to be adopted to facilitate this informal notification process will be the City’s website pages. In addition, notification to neighbouring owners and occupiers will be provided. This informal notification process is designed to inform, as opposed to consult, in which case formal submissions are not sought.”**

**MOTION LAPSED FOR WANT OF A SECONDER**

**17. MOTIONS WITHOUT NOTICE BY ABSOLUTE MAJORITY OF THE COUNCIL**

Nil.

**18. IDENTIFICATION OF MATTERS FOR WHICH MEETING MAY BE CLOSED**

Nil.

**19. CLOSURE**

There being no further business to discuss, the Mayor declared the meeting closed at 8.59pm.