



AGENDA

FOR THE

ORDINARY MEETING OF THE COUNCIL

TO BE HELD ON

TUESDAY, 21 AUGUST 2018

AT 6.30PM IN THE COUNCIL CHAMBERS

MELVILLE CIVIC CENTRE

DISCLAIMER

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Any statement, comment or decision made at a Council or Committee meeting regarding any application for an approval, consent or licence, including a resolution of approval, is not effective as an approval of any application and must not be relied upon as such.

Any person or entity who has an application before the City must obtain, and should only rely on, written notice of the City's decision and any conditions attaching to the decision, and cannot treat as an approval anything said or done at a Council or Committee meeting.

Any advice provided by an employee of the City on the operation of written law, or the performance of a function by the City, is provided in the capacity of an employee, and to the best of that person's knowledge and ability. It does not constitute, and should not be relied upon, as a legal advice or representation by the City. Any advice on a matter of law, or anything sought to be relied upon as representation by the City should be sought in writing and should make clear the purpose of the request.

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NOTICE OF MEETING

I respectfully bring to the attention of Elected Members that an Ordinary Meeting of the Council will be held in the Council Chambers, Melville Civic Centre, 10 Almondbury Road, Booragoon, commencing at 6.30pm on Tuesday, 21 August 2018.

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

Steve Cope
A/Chief Executive Officer

AGENDA

1. OFFICIAL OPENING

The Presiding Member will cause the Disclaimer to be read aloud by the Governance and Compliance Advisor.

The Presiding Member will cause the Affirmation of Civic Duty and Responsibility to be read aloud by an Elected Member.

Affirmation of Civic Duty and Responsibility

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

2. PRESENT

3. IN ATTENDANCE

4. APOLOGIES AND APPROVED LEAVE OF ABSENCE**4.1 APOLOGIES****4.2 APPROVED LEAVE OF ABSENCE****5. ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION) AND DECLARATIONS BY MEMBERS****5.1 DECLARATIONS BY MEMBERS WHO HAVE NOT READ AND GIVEN DUE CONSIDERATION TO ALL MATTERS CONTAINED IN THE BUSINESS PAPERS PRESENTED BEFORE THE MEETING.****5.2 DECLARATIONS BY MEMBERS WHO HAVE RECEIVED AND NOT READ THE ELECTED MEMBERS BULLETIN.****6. QUESTION TIME****7. AWARDS AND PRESENTATIONS****8. CONFIRMATION OF MINUTES****8.1 ORDINARY MEETING OF THE COUNCIL – 17 JULY 2018**
Minutes 17 July 2018**RECOMMENDATION****That the Minutes of the Ordinary Meeting of Council held on Tuesday, 17 July 2018, be confirmed as a true and accurate record.****8.2 NOTES OF AGENDA BRIEFING FORUM – 7 AUGUST 2018****(Notes of the Agenda Briefing Forum will be available on Friday, 10 August 2018)****RECOMMENDATION****That the Notes of Agenda Briefing Forum held on Tuesday, 7 August 2018, be received.**

**8.3 FINANCIAL MANAGEMENT, AUDIT, RISK AND COMPLIANCE
COMMITTEE – 13 AUGUST 2018****RECOMMENDATION**

That the Minutes of the Financial Management, Audit, Risk and Compliance Committee Meeting held on Monday 13 August 2018 be noted.

NB:

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

9. DECLARATIONS OF INTEREST

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

9.1 FINANCIAL INTERESTS

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

9.2 DISCLOSURE OF INTEREST THAT MAY CAUSE A CONFLICT

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

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

14. REPORTS OF THE CHIEF EXECUTIVE OFFICER

T18/3789 CO11/18 – SUPPLY OF PIPE RELINING SERVICES INCLUDING JETTING AND ROOT CUTTING OF STORMWATER DRAINAGE PIPES FOR A TWO YEAR TERM WITH OPTION PERIODS (REC) (CONFIDENTIAL ATTACHMENTS)

Ward	: All
Category	: Operational
Subject Index	: Tenders
Customer Index	: City of Melville
Disclosure of any Interest	: No Officer involved in the preparation of this report has a declarable interest in this matter.
Previous Items	: Not applicable
Works Programme	: Capital and Drainage Maintenance Program
Funding	: \$700,000
Responsible Officer	: Stuart McCarthy - Works Coordinator Chris Lasota – Verge Infrastructure Officer

AUTHORITY / DISCRETION

DEFINITION

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

T18/3789 CO11/18 – SUPPLY OF PIPE RELINING SERVICES INCLUDING JETTING AND ROOT CUTTING OF STORMWATER DRAINAGE PIPES FOR A TWO YEAR TERM WITH OPTION PERIODS (REC) (CONFIDENTIAL ATTACHMENTS)**KEY ISSUES / SUMMARY**

- To recommend the acceptance of a tender as contained in the confidential attachment for the Supply of Pipe Relining Services including Jetting and Root Cutting of Stormwater Drainage Pipes for a two year term with two twelve months option periods.

BACKGROUND

The City is seeking to engage a suitably qualified and experienced Contractor to provide closed circuit television (CCTV) inspection of City's drainage pipes, the cleaning and/or clearing of pipes and pipe relining. With the aim to:

- Provide a clean stormwater drainage system throughout the municipality which has the ability to collect, convey and remove stormwater.
- Eliminate or reduce the number of properties affected by flooding due to rain.
- Eradicate potentially dangerous traffic hazards arising from the accumulation of stormwater.

The City has a stormwater network of approximately 345 km of pipes of various materials. The City identifies approximately 2% of drainage pipes each year with a diameter of 225mm or greater that require inspections. Where necessary, stormwater maintenance such as pressure jet clearing, root cutting, patch repairs and relining may be required to be undertaken. Pipe relining is non-evasive method which has the potential to extend the life of damaged stormwater pipes by 50 years or more.

The City currently does not have a contract in place for those services.

Due to the extensive skills and experience of the recommended Respondent concerning drainage works, the Evaluation Panel recommended to the Contract and Tender Advisory Unit (CTAU) the addition of the following clause in the Contract document in accordance with DA-028 "Contract Variations and Selection of Next Successful Tenderer":

At the discretion of the City the Contractor may be eligible to be awarded remedial drainage work, other than the works specified in this Contract, up to the value of \$50,000.00 excl. GST without the City seeking competitive quotes, provided a formal quote has been submitted by the Contractor and accepted by the City. Remedial drainage work, other than the works specified in this Contract, under \$50,000.00 excl. GST that are rejected by the City and above \$50,000.00 excl. GST will be procured by other means.

This recommendation was supported by the CTAU and is put forward as part of the recommendation to the Council.

T18/3789 CO11/18 – SUPPLY OF PIPE RELINING SERVICES INCLUDING JETTING AND ROOT CUTTING OF STORMWATER DRAINAGE PIPES FOR A TWO YEAR TERM WITH OPTION PERIODS (REC) (CONFIDENTIAL ATTACHMENTS)**DETAIL****Tender Evaluation Process**

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

- 1.
2. The Evaluation Panel reviewed all Respondent offers and prepared an Evaluation Report, identifying a recommended Respondent. The recommended Respondent achieved the highest score.

3. The Evaluation Report and associated confidential attachments were distributed to Elected Members on Friday 3 August 2018 under confidential cover.

The Evaluation Report was presented to the Contract and Tender Advisory Unit (CTAU) for acceptance and recommendation to the Council to accept the recommended Respondent as the most advantageous to the City.

The CTAU unanimously carried the acceptance of the recommendation by the Evaluation Panel.

The CTAU minutes and associated attachments were distributed to Elected Members on Friday 3 August 2018 under confidential cover.

STAKEHOLDER ENGAGEMENT**I. COMMUNITY**

No stakeholder engagement has been required or undertaken for this tender.

II. OTHER AGENCIES / CONSULTANTS

No external agencies or consultants were required or engaged for this tender.

STATUTORY AND LEGAL IMPLICATIONS

Local Government (Functions and General) Regulations 1996 Section 3.57 11 (1) "A Local Government is required to invite tenders before it enters into a contract for another person to supply goods or services".

Delegated Authority – DA-117 Authority to Sign Documents will be exercised to execute the Contract.

Delegated Authority – DA-028 Contract Variations and Selection of Next Successful Tenderer will be exercised with the award of this tender.

T18/3789 CO11/18 – SUPPLY OF PIPE RELINING SERVICES INCLUDING JETTING AND ROOT CUTTING OF STORMWATER DRAINAGE PIPES FOR A TWO YEAR TERM WITH OPTION PERIODS (REC) (CONFIDENTIAL ATTACHMENTS)

FINANCIAL IMPLICATIONS

Approved Budget Details	\$700,000 per year
Account Cost Centres or Capital Works Project Number	\$500,000 in account SWD00920 and \$200,000 in various accounts
Anticipated expenditure over the term of the contract	Approximately \$567,000 per year based on scenario

STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS

Strategic implications of these works relate only to the consequences of not carrying out the works. Appropriate inspection, cleaning, clearing and relining is necessary to ensure the City's drainage pipes remain in good working order reducing the number of properties affected by flooding and eradicating potentially dangerous traffic hazards arising from accumulation of stormwater.

There are no residual risk implications following the invitation and evaluation process conducted for this item. Actions taken to address identified risks are included in the table attached as Confidential Attachment – Evaluation Report Attachment C.

The provision of these services has no major environmental implications.

POLICY IMPLICATIONS

CP-023 Procurement of Products or Services

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

No other alternative has been identified.

CONCLUSION

The CTAU is satisfied that the recommended Respondent demonstrated that they have the relevant experience, capacity to deliver and the works follow a methodology in line with the City's expectations. In addition to the scope of works that were identified as part of the Request, the recommended Respondent will be given the opportunity to negotiate to undertake remedial drainage works for inclusion in the contract as a pre-award variation.

T18/3789 CO11/18 – SUPPLY OF PIPE RELINING SERVICES INCLUDING JETTING AND ROOT CUTTING OF STORMWATER DRAINAGE PIPES FOR A TWO YEAR TERM WITH OPTION PERIODS (REC) (CONFIDENTIAL ATTACHMENTS)

**CONTRACT AND TENDER ADVISORY UNIT AND COUNCIL RESOLUTION (T18/3789)
APPROVAL**

That the Council;

- 1. Accepts the recommendation as contained in the Confidential Attachment – CO11/18 Contract and Tender Advisory Unit Minutes.**
- 2. Upon resolving the recommendation, directs that the successful Respondent's name be inserted below this point 2, awarded as per their provided schedule of rates:**

M18/5637 – CITY OF MELVILLE LOCAL GOVERNMENT MEMBERS FOR DEVELOPMENT ASSESSMENT PANELS – EXTENSION OF TERMS (REC)

Ward : All
 Category : Operational
 Subject Index : Development Assessment Panels
 Customer Index : Development Assessment Panels
 Disclosure of any Interest : No Officer involved in the preparation of this report has a declarable interest in this matter.
 Previous Items : M17/5575 – Ordinary Meeting of Council 21 November 2017.
 Works Programme : Not Applicable
 Funding : Not Applicable
 Responsible Officer : Corrine Newman
 Governance Coordinator

AUTHORITY / DISCRETION

DEFINITION

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

**M18/5637 – CITY OF MELVILLE LOCAL GOVERNMENT MEMBERS FOR
DEVELOPMENT ASSESSMENT PANELS – EXTENSION OF TERMS (REC)****KEY ISSUES / SUMMARY**

- Development Assessment Panels (DAPs), also known as Joint Development Assessment Panels (JDAPs) and Local Development Assessment Panels (LDAPs) commenced on 1 July 2011.
- The City of Melville's current nominated members are Councillor Robins and Councillor Barling, with Councillor Phelan and Councillor Pazolli as the Alternate Members.
- The current term of appointment expired on 26 July 2018.
- A notice was been received from the Minister for Planning, Hon Rita Saffioti MLA, on 8 June 2018, extending the new and continuing DAP Local Government Memberships for a further two years, until 26 January 2020.
- This report seeks the Council's endorsement for the existing City of Melville nominated members to continue in these roles.

BACKGROUND

Following the 2017 Local Government Elections, at the Ordinary Meeting of Council held 21 November 2017, the Council resolved the following:

That the Council:

1. Nominates Councillor Barling as the City of Melville Development Assessment Panel Member for the remainder of the term expiring on the 26 July 2018.
2. Nominates Councillor Phelan and Councillor Pazolli as the City of Melville Development Assessment Panel Alternate Members for the remainder of the term expiring on the 26 July 2018.
3. Confirms that Councillor Phelan is to be the Local Joint Development Assessment Panel Alternative Member one and Councillor Pazolli is the Development Assessment Panel Member two.
4. Directs the Chief Executive Officer to forward the advice of the City of Melville nominees for the Development Assessment Panel to the Director General of the Department Planning.

DETAIL

The following advice has been received from the Department of Planning, Lands and Heritage:

"... the Minister for Planning, Hon Rita Saffioti MLA, appointed DAP Local Government members for a 1 year term expiring 26 July 2018 with an option to extend the term of office up to 3 years, in accordance with r.29 of the Planning and Development (Development Assessment Panel) Regulations 2011.

The Minister has now appointed new and continuing DAP Local Government memberships as per the attached Ministerial Appointment Sheet. The 2 year appointment term until 26 January 2020 is intended to align with the local government election in October 2019, facilitating a streamlined approach for the DAP nomination process following the LG elections."

M18/5637 – CITY OF MELVILLE LOCAL GOVERNMENT MEMBERS FOR DEVELOPMENT ASSESSMENT PANELS – EXTENSION OF TERMS (REC)

As the Council's resolutions of 21 November 2018, specifically nominated Councillor Robins, Councillor Barling, Councillor Phelan and Councillor Pazolli for terms expiring 26 July 2018, this report seeks endorsement from the Council to extend those terms in accordance with the decision of the Minister.

The Department of Planning, Lands and Heritage encourages existing members to attend refresher training.

STAKEHOLDER ENGAGEMENT**I. COMMUNITY**

Adverting of the Local Government Development Assessment Panel nomination is not required under the *Planning and Development (Development Assessment Panels) Regulations 2011*.

The DAP Local Government Members 2018 – 2020 can be found on the Department of Planning, Lands and Heritage website.

II. OTHER AGENCIES / CONSULTANTS

No other consultation with external agencies is required.

STATUTORY AND LEGAL IMPLICATIONS

DAPs are to make decisions based on the existing planning framework of the municipality within which the application site is located. Where an application to review a decision made by a DAP is lodged with the State Administrative Tribunal (SAT), members of the DAP who made the decision may be called upon to represent the DAP at SAT.

The *Planning and Development (Development Assessment Panels) Regulations 2011* deals with the appointment and terms of office of DAPS members, particularly Regulation 29 as follows:

- (1) *A DAP member holds office for the term specified in the member's instrument of appointment.*
- (2) *The term of office specified in an instrument of appointment must not exceed 3 years.*
- (3) *A person's eligibility for reappointment as a DAP member or the term for which a person may be reappointed is not affected by an earlier appointment.*

M18/5637 – CITY OF MELVILLE LOCAL GOVERNMENT MEMBERS FOR DEVELOPMENT ASSESSMENT PANELS – EXTENSION OF TERMS (REC)**FINANCIAL IMPLICATIONS**

The current sitting fee for the local government DAP members determining applications is \$425.00 for a Form 1 application (to determine an application) and \$100 for a Form 2 application (to determine to amend or cancel a determination). Local Government DAP members will also be paid \$400.00 upon completion of the compulsory training and \$200.00 upon the completion or re-training and \$425.00 for attending proceedings at the State Administrative Tribunal in relation to a DAP decision.

Other than the prescribed sitting fees paid to Elected Members, there are no financial implications for the City of Melville.

STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS

The Minister for Planning must remove a DAP member if they cease to hold a position or qualification which made them eligible to sit as a DAP member, this includes non-attendance of compulsory training, before they can sit on a DAP and determine applications.

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

- Declare direct or indirect interest in a matter;
- Not to disclose or make improper use of information acquired as a member;
- Not accepting “prohibited” gifts;
- Comply with the Code of Conduct;
- Not to make any statement regarding the competence or honesty of a local government employee or public sector employee.

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

POLICY IMPLICATIONS

There are no policy implications that relate to the extension of the nomination of City of Melville DAP members.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Should the Council not extend the term of the City's nominated members, a process would need to be undertaken to nominate new representatives or the Minister has the ability to appoint community representatives to represent the City of Melville on the DAP. The community representatives would be selected from residents within the local government area who are considered to have relevant knowledge or experience which will enable them to represent the interests of their local community. The implication of this option is that the City of Melville and its interests will not be represented in the determination of the applications by the DAP.

M18/5637 – CITY OF MELVILLE LOCAL GOVERNMENT MEMBERS FOR DEVELOPMENT ASSESSMENT PANELS – EXTENSION OF TERMS (REC)**CONCLUSION**

It is recommended that the Council extend the terms of the existing nominated representatives as DAP members in accordance with the appointment of the Minister.

OFFICER RECOMMENDATION (5637)**APPROVAL****That the Council:**

1. **Endorses the extension of the terms for Councillor Robins and Councillor Barling as the City of Melville Development Assessment Panel Members expiring on the 26 January 2020.**
2. **Endorses the extension of the terms for Councillor Phelan and Councillor Pazolli as the City of Melville Development Assessment Panel Alternate Members expiring on the 26 January 2020.**
3. **Confirms that Councillor Phelan is to be the Local Joint Development Assessment Panel Alternative Member one and Councillor Pazolli is the Development Assessment Panel Member two.**
4. **Directs the Chief Executive Officer to advise the Director General of the Department of Planning, Lands and Heritage accordingly.**

M18/5000 – 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 Advisor

AUTHORITY / DISCRETION

DEFINITION

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<input checked="" type="checkbox"/>	Information	<i>For the Council/Committee to note.</i>

KEY ISSUES / SUMMARY

This report details the documents to which the City of Melville Common Seal has been applied for the period from 22 June 2018 up to and including 23 July 2018 for the Council's noting.

M18/5000 – COMMON SEAL REGISTER (REC)

BACKGROUND

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

DETAIL

Register Reference	Parties	Description	ECM Reference
CS2033	City of Melville and Melville Palmyra Tennis Club	Melville Palmyra Tennis Club Management Licence for Five years commencing 1 July 2018 and expiring 30 June 2023.	4578328
CS2039	City of Melville and Bluewater (WA) P/L	Five year Extension to Main Licence Bluewater (WA) P/L Commencing on 1 July 2018 and expiring on 30 June 2023.	4606037
CS2040	City of Melville and Bluewater (WA) P/L	Five year Extension to Lease Bluewater (WA) Pty Ltd. Commencing 1 July 2018 and Expiring 30 June 2023.	4606038
CS2049	City of Melville and Rose Skinner	Studio Hire Agreement for Three years commencing on 1 July 2018 and expiring on 30 June 2021.	4663244
CS2054	City of Melville & Jane Grierson	Jane Grierson Hire Agreement Admin Studio 2 Commencing 1 June 2018 and expiring on 31 December 2018.	4700766
CS2055	City of Melville and The Minister of Transport	Legal Agreement for Funding Conditions for the Point Walter Boat Launching Facility Upgrade.	4715577
CS2056	City of Melville and Clinton John Gardner	Clinton John Gardner - Hire Agreement - Portion of the Compound at 247 The Esplanade Mt Pleasant for the period 1 July 2018 to 30 June 2019.	4764066
CS2058	City of Melville and Swan River Print Studio Inc.	Swan River Print Studio Inc. Hire Agreement portion Administration Building commencing 1 July 2018 expiring 30 June 2019	4743708

M18/5000 – COMMON SEAL REGISTER (REC)

CS2059	City of Melville and Frakka Pty Ltd	Execution of restrictive covenant by the City of single bedroom dwelling at No.1 (lot 29) Trigg Place, Kardinya	4689779
CS2060	City of Melville and Blaze Conveyancing	Landgate Land Transfer Form for the settlement of 15 Wilcock Street Ardross	4723679

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

M18/5000 – COMMON SEAL REGISTER (REC)**POLICY IMPLICATIONS**

There are no policy implications in this report.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Not applicable.

CONCLUSION

This is a standard report for the Council's information.

OFFICER RECOMMENDATION (5000)**NOTING**

That the Council notes the actions of His Worship the Mayor and the Chief Executive Officer in executing the documents listed under the Common Seal of the City of Melville from 22 June 2018 up to and including 23 July 2018.

C18/6000 - INVESTMENT STATEMENTS AS AT 30 JUNE 2018 (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

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<input checked="" type="checkbox"/>	Information	<i>For the Council/Committee to note.</i>

KEY ISSUES / SUMMARY

This report presents the investment statements for the period ending 30 June 2018 for the Council's information and noting.

Final investment figures for the year end are yet to be finalised as inter fund transfers between accounts still need to be undertaken as part of year end processing.

C18/6000 - INVESTMENT STATEMENTS FOR JUNE 2018 (REC)

BACKGROUND

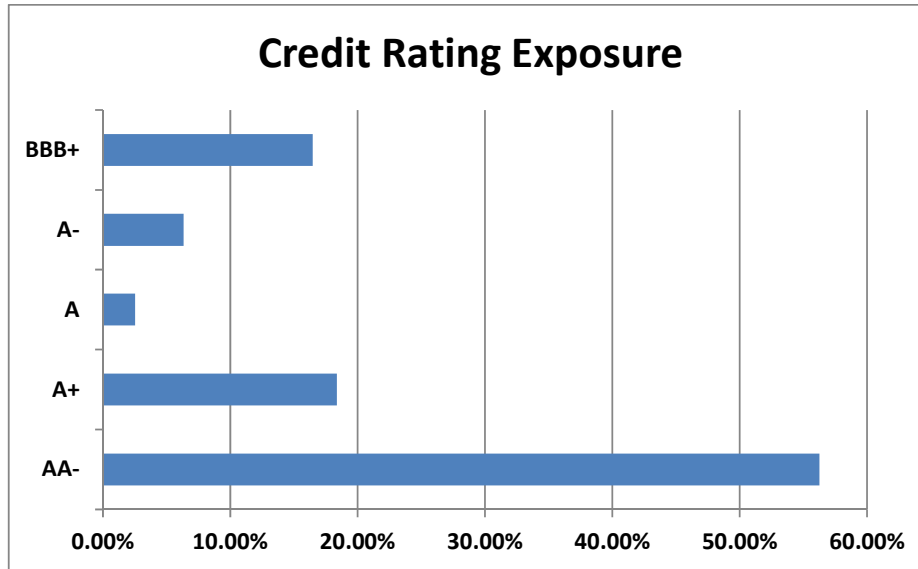
The City has cash holdings as a result of timing differences between the collection of revenue and its expenditure. Whilst these funds are held by the City they are invested in appropriately rated and liquid investments.

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

DETAIL

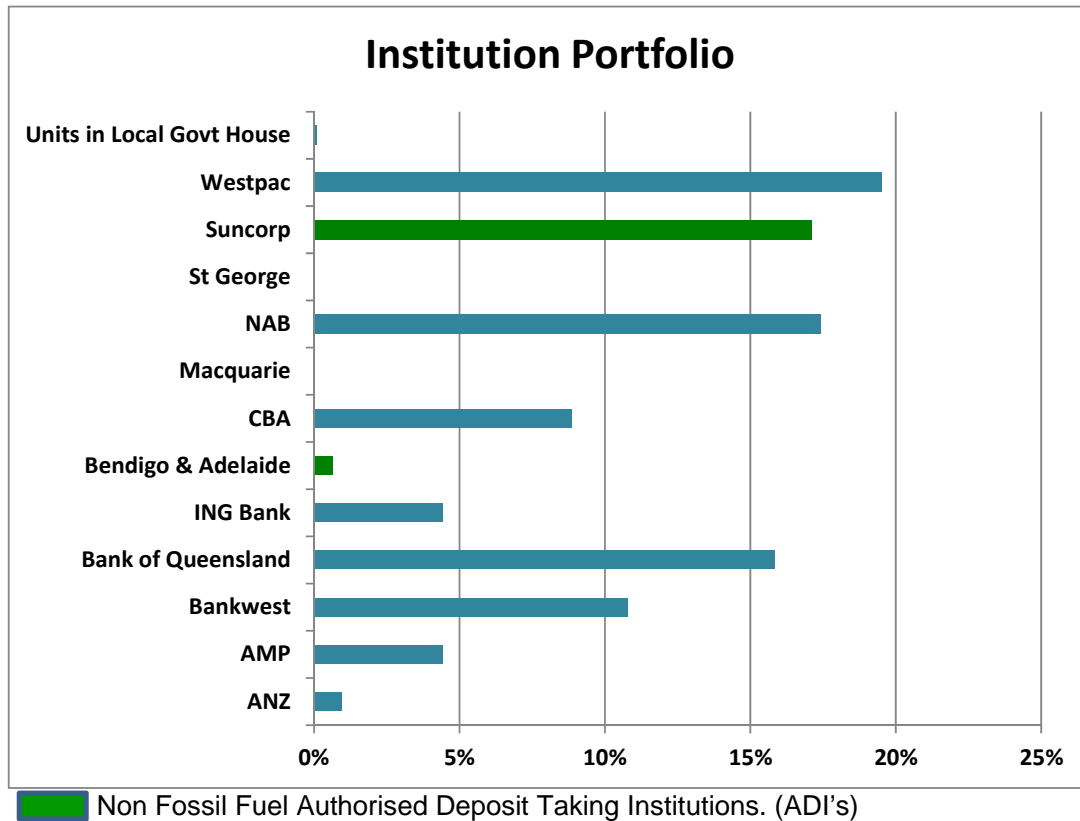
Summary details of investments held as at 30 June 2018 are shown in the tables below. The following statements detail the investments held by the City as at 30 June 2018.

CITY OF MELVILLE	
STATEMENT OF INVESTMENTS	
FOR THE PERIOD ENDING 30 JUNE 2018	
SUMMARY BY FUND	AMOUNT \$
MUNICIPAL	\$ 19,037,920
RESERVE	\$ 137,752,356
TRUST	\$ 952,162
CITIZEN RELIEF	\$ 212,868
	\$ 157,955,307
SUMMARY BY INVESTMENT TYPE	AMOUNT \$
11AM	\$ 1,688,619
31DAYS AT CALL	\$ 10,000,000
60DAYS AT CALL	\$ 2,000,000
90DAYS AT CALL	\$ 8,600,000
TERM DEPOSIT	\$ 135,512,020
UNITS (Local Govt Hse)	\$ 154,668
	\$ 157,955,307
SUMMARY BY CREDIT RATING	AMOUNT \$
AA-	\$ 88,800,639
A+	\$ 29,000,000
A	\$ 4,000,000
A-	\$ 10,000,000
BBB+	\$ 26,000,000
UNITS (Local Govt Hse)	\$ 154,668
	\$ 157,955,307

C18/6000 - INVESTMENT STATEMENTS FOR JUNE 2018 (REC)


DIVERSIFICATION RISK & GREEN INVESTMENTS									
INSTITUTION	INVESTMENT TYPE	S & P RATING	AMOUNT \$	ACTUAL PROPORTION	INSTITUTION PROPORTION	MAX. % WITH ANY ONE INSTITUTION	NON FOSSIL FUEL	INVESTMENT WITH ADI WITH NON FOSSIL FUEL	
ANZ BANK (TERM)	TERM	AA-	1,500,000	0.95%	0.95%	30%	No		
AMP BANK (TERM)	TERM	A	7,000,000	4.43%	4.43%	25%	No		
BANKWEST (TERM)	TERM	AA-	17,000,000	10.76%	10.76%	30%	No		
BANK OF QUEENSLAND (TERM)	TERM	BBB+	25,000,000	15.83%	15.83%	15%	No		
BENDIGO AND ADELAIDE BANK (TERM)	TERM	BBB+	1,000,000	0.63%	0.63%	15%	Yes	1,000,000	
COMMONWEALTH BANK (TERM)	TERM	AA-	14,000,000	8.86%	8.86%	30%	No		
ING BANK (TERM)	TERM	A-	7,000,000	4.43%					
ING BANK (FRTD)	FRTD	A-	-	0.00%	4.43%	25%	No		
MACQUARIE BANK (TERM)	TERM	A	-	0.00%	0.00%	25%	No		
NAB (TERM)	TERM	AA-	27,512,020	17.42%	17.42%	30%	No		
ST GEORGE BANK (TERM)	TERM	AA-	-	0.00%	0.00%	30%	No		
SUNCORP METWAY LTD (TERM)	TERM	A+	27,000,000	17.09%	17.09%	25%	Yes	27,000,000	
WESTPAC (MAXI BONUS 1)	11AM	AA-	571,132	0.36%					
WESTPAC (MAXI BONUS 2)	11AM	AA-	1,050,227	0.66%					
WESTPAC (MAXI DIRECT)	11AM	AA-	67,260	0.04%					
WESTPAC (31DAYS AT CALL)	31DAYS AT CALL	AA-	10,000,000	6.33%					
WESTPAC (60DAYS AT CALL)	60DAYS AT CALL	AA-	2,000,000	1.27%					
WESTPAC (90DAYS AT CALL)	90DAYS AT CALL	AA-	8,600,000	5.44%					
WESTPAC (TERM)	TERM	AA-	8,500,000	5.38%	19.49%	30%	No		
UNITS IN LOCAL GOVT HOUSE	NA	NA	154,668	0.10%	0.10%		N/A		
			157,955,307	100%	100%			28,000,000	
Total Non Fossil Fuel Lending ADI								18%	

C18/6000 - INVESTMENT STATEMENTS FOR JUNE 2018 (REC)



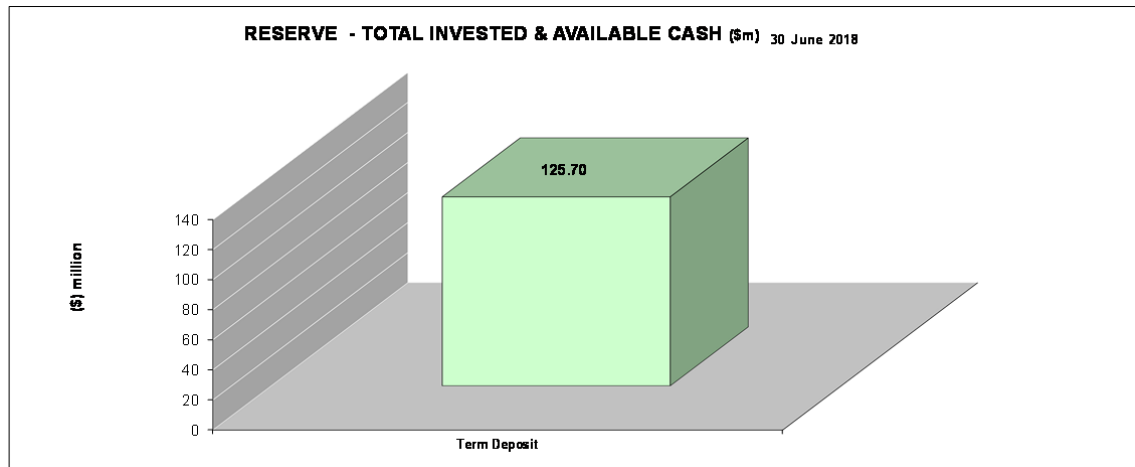
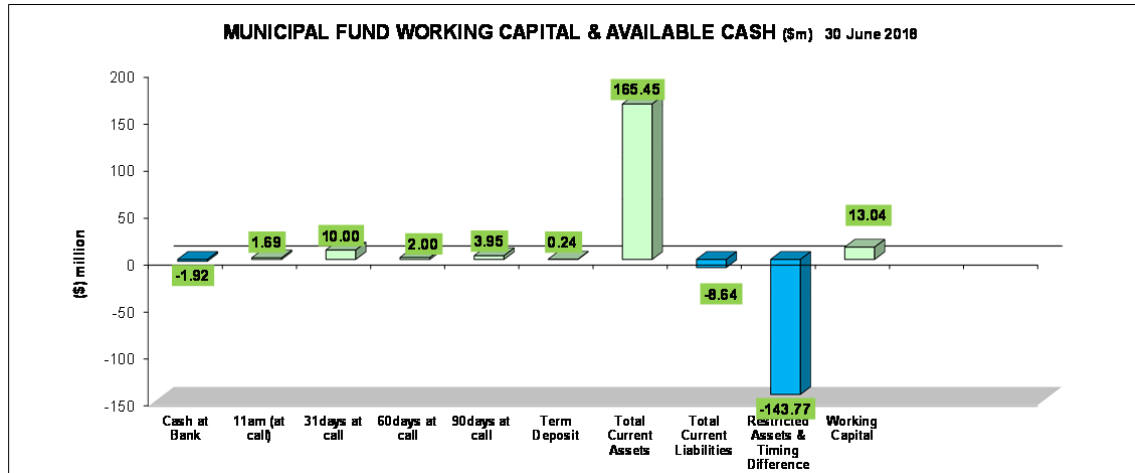
“Green investments” are authorised investment products made in authorised institutions that respect the environment by not investing in fossil fuel industries.

The total investment in authorised institutions that do not lend to industries engaged in the exploration for, or production of, fossil fuels, as at 30 June 2018 was \$28,000,000 or 18% of total investment holdings being in non-fossil fuels institutions. This compared to \$28,000,000 (17%) in May 2018. The amount of investment holdings in non-fossil fuels institutions decreased from May as well as the percentage of the holding. The total investment holding for May was \$162,704,423 and June was \$157,955,307.

C18/6000 - INVESTMENT STATEMENTS FOR JUNE 2018 (REC)

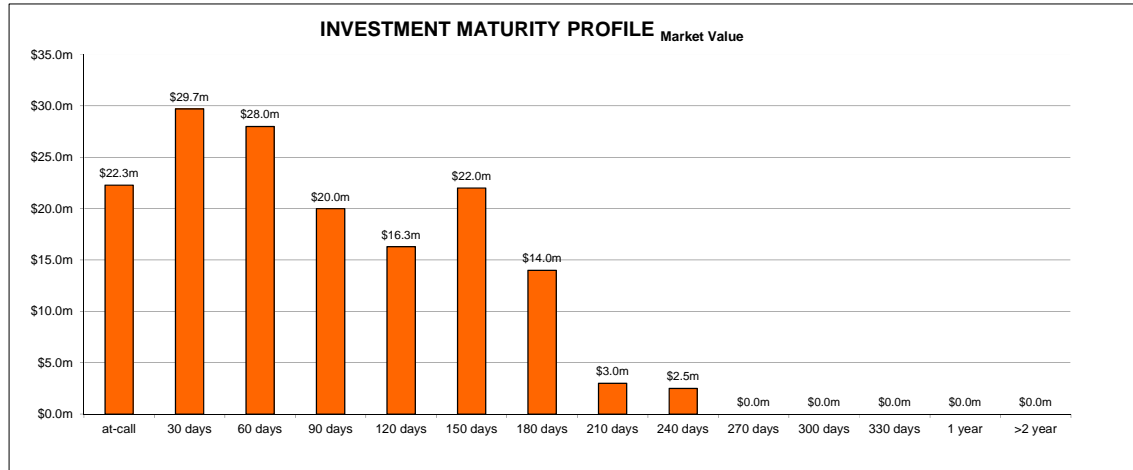
Net Funds Held

The graphs on the following page summarise the Municipal Fund working capital and available cash and the funds held in Cash Backed Specific Purpose Reserve Accounts as at 30 June 2018.



C18/6000 - INVESTMENT STATEMENTS FOR JUNE 2018 (REC)

The graph below summarises the maturity profile of the City's investments at market value as at 30 June 2018.



STAKEHOLDER ENGAGEMENT

I. COMMUNITY

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

II. OTHER AGENCIES / CONSULTANTS

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

STATUTORY AND LEGAL IMPLICATIONS

The following legislation is relevant to this report:

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

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

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

C18/6000 - INVESTMENT STATEMENTS FOR JUNE 2018 (REC)

FINANCIAL IMPLICATIONS

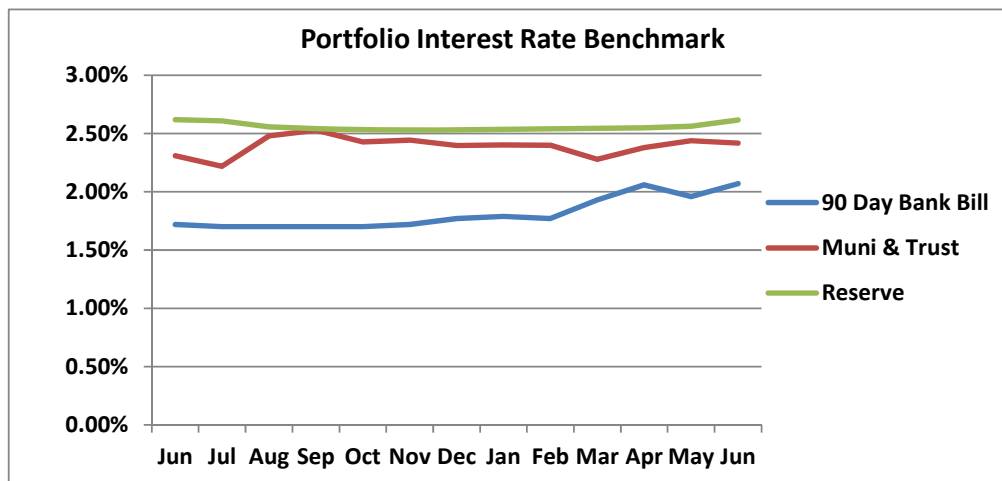
For the period ending 30 June 2018:

- Investment earnings on Municipal and Trust Funds were \$835,688 against a year to date budget of \$631,081 representing a \$204,607 positive variance.

The weighted average interest rate for Municipal and Trust Fund investments as at 30 June 2018 was 2.42% which compares favourably to the benchmark three month bank bill swap (BBSW) reference rate of 2.07%.

- Investment earnings on Reserve accounts were \$3,345,869 against a year to date budget of \$3,342,568 representing a \$3,301 positive variance.

The weighted average interest rate for Reserve account investments as at 30 June 2018 was 2.62% which compares favourably to the benchmark three month bank bill swap (BBSW) reference rate of 2.07%.



STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS

Strategic

The interest earned on invested funds assists in addressing the following key priority area identified in The City of Melville Corporate Business Plan 2016-2020.

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

Risk

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

C18/6000 - INVESTMENT STATEMENTS FOR JUNE 2018 (REC)**Environmental**

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

POLICY IMPLICATIONS

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

Council Policy CP-030 – Environmental states that the “The City aims to prevent, manage and minimise environmental impacts associated with its activities, while conserving and enhancing the City's biodiversity and environmental quality, thereby maintaining and creating healthy surroundings for the community.” Whilst this Policy directly relates to the environmental impacts that relate to activities within the Cities boundaries and there is a tenuous link between the City's investment activities and lending to organisations producing fossil fuels, the City will, to the extent it can without putting invested funds at undue risk, direct its investments to financial institutions that do not lend to those organisations.

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Not applicable as this report only presents information for noting.

CONCLUSION

The City's investment portfolio is invested in highly secure investments with a low level of risk yielding a weighted average rate of return of 2.42% to 2.62% which well exceeds the benchmark three month bank bill swap (BBSW) reference rate of 2.07%.

18% of the City's investment portfolio is invested in authorised deposit taking institutions that do not lend to industries engaged in the exploration for, or production of, fossil fuels. This compared to 17% in May 2018.

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

OFFICER RECOMMENDATION (6000)**NOTING**

That the Council notes the Investment Report for the period ending 30 June 2018.

C18/6001 – SCHEDULE OF ACCOUNTS PAID FOR JUNE 2018 (REC) (ATTACHMENT)

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

AUTHORITY / DISCRETION

DEFINITION

<input type="checkbox"/>	Advocacy	<i>When the Council advocates on its own behalf or on behalf of its community to another level of government/body/agency.</i>
<input type="checkbox"/>	Executive	<i>The substantial direction setting and oversight role of the Council. e.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.</i>
<input type="checkbox"/>	Legislative	<i>Includes adopting local laws, town planning schemes & policies.</i>
<input type="checkbox"/>	Review	<i>When the Council operates as a review authority on decisions made by Officers for appeal purposes.</i>
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<input checked="" type="checkbox"/>	Information	<i>For the Council/Committee to note.</i>

KEY ISSUES / SUMMARY

This report presents the details of payments made under delegated authority to suppliers for the month of June 2018 and recommends that the Schedule of Accounts Paid be noted.

C18/6001 – SCHEDULE OF ACCOUNTS PAID FOR JUNE 2018 (REC) (ATTACHMENT)

BACKGROUND

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

DETAIL

The Schedule of Accounts Paid for the period ending 30 June 2018 including Payment Registers numbers, Cheques 664-669 and Electronic Funds Transfers batches 507-510, Trust Payments, Card Payments and Payroll was distributed to the Elected Members of the Council on 3 August 2018. Payments for the period totalled \$10,089,821.37 for the Municipal Fund and \$114,758.10 for the Trust Fund whilst new investment transactions totalled \$2,500,000.00. Details of the payments are shown in attachment [6001 June 2018](#).

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

Supplier Name	Remittance Number	Remittance Details	Amount
Apace Aid Incorporated	E064712	Supply native plants	\$35,000.00
Aquamonix Pty Ltd	E064540 & E064831	Irrigation controllers	\$80,490.03
Asphaltech Pty Ltd	E064501 & E064800	Road resurfacing at various sites	\$987,433.72
Australia Post	E064419	Mail charges	\$43,827.42
AWB Building Company Pty Ltd	E064522 & E064819	Building maintenance	\$31,209.57
Axiis Contracting Pty Ltd	E064511 & E064809	Concrete works at various sites	\$154,352.57
Building & Construction Industrial Training Fund	Chq 007168	Remittance of the building construction training levy collected by the City with building licence applications	\$60,118.30
Burkeair Pty Ltd	E064425 & E064627	Building maintenance	\$46,412.60
Calibre Coatings Pty Ltd	E064394 & E064698	Painting services	\$31,736.78
Caltex	Direct Bank Transfer	Fuel	\$91,175.91
City of Cockburn	E064347 & E064655	Commercial waste tip fees for May	\$41,861.32
Department of Commerce	E064341	Remittance of Building Service Levy collected on building licence applications	\$54,639.80
Department of Fire & Emergency Services	E064493	ESL remittance for May 2018	\$110,867.23
Devco Holdings Pty Ltd T/A Devco Builders	E064471 & E064778	Building maintenance	\$121,023.72
Ellenby Tree Farm Pty Ltd	E064377 & E064682	Purchase of trees	\$27,978.50
EMSO Maintenance	E064417 & E064724	Building maintenance	\$68,385.87
Forestvale Trees	E064492 & E064793	Purchase of trees	\$48,642.00
Forrest Hills Spraying Services	E064506	Spraying at various sites	\$59,136.00
Hays Specialist Recruitment (Australia) Pty Ltd	E064500 & E064799	Temporary employment	\$40,864.14
Horizon West Landscape and Irrigation	E064543 & E064834	Infield irrigation at Frederick Baldwin Reserve	\$110,055.55
Hyland Management & Construction Pty Ltd	E064571	Refurbishment of Swan House at Heathcote	\$28,815.60

C18/6001 – SCHEDULE OF ACCOUNTS PAID FOR JUNE 2018 (REC) (ATTACHMENT)

Supplier Name	Remittance Number	Remittance Details	Amount
Infor Global Solutions	E064453	Software update and subscription	\$189,364.35
Kerbing West Extruded Concrete Kerbing	E064749	Concrete works at various locations	\$60,057.25
Landmark Engineering & Design Pty Ltd T/A Exteria	E064363 & E064673	Supply and install park furniture at various sites	\$32,017.70
M P Rogers & Associates Pty Ltd	E064416 & E064723	Consultancy for jetty inspections and foreshore revetment works	\$37,105.59
Maintenance and Construction Services (Australia) Pty Ltd	E064335 & E064880	Refurbishment works at LeisureFit Melville	\$370,965.87
McLeods (Barristers and Solicitors)	E064415 & E064719	Legal services	\$27,295.56
MMM WA Pty Ltd	E064450	Earthworks and creation of pathway at Harry Baker Reserve	\$58,882.12
Natural Area Management & Services	E064598 & E064901	Weed control at various sites and maintenance to Bushland reserves	\$47,281.47
Pearmans Electrical & Mechanical Services	E064469, E064630 & E064776	Electrical services	\$110,132.87
Public Transport Authority	E064748	Supply and install bus shelters	\$74,005.48
Signature Paving and Earthworks Pty Ltd	E064529 & E064827	Paving upgrade at Point Walter Reserve	\$58,345.31
Southern Metropolitan Regional Council	E064432 & E064741	RRRC loan repayment, over compaction, MRF gate fees, green waste gate fees and MSW gate fees for May and MSW gate fees for June	\$1,009,653.22
Synergy	E064372 & E064676	Electricity charges	\$310,397.90
TJS Cleaning Services Perth Pty Ltd	E064807	Cleaning of LeisureFit's Booragoon and Melville and AH Bracks Library	\$51,297.84
TJS Services Group Pty Ltd	E064879	Cleaning of LeisureFit's Booragoon and Melville and AH Bracks Library	\$33,662.75
Total Eden Pty Ltd	E064400 & E064703	Irrigation parts for various reserves	\$78,743.00
Tree Care WA Pty Ltd	E064336, E064592 & E064892	Tree lopping services	\$137,480.19
Tree Planting & Watering	E064499 & E064798	Street tree watering	\$94,743.87
Triton Electrical Contractors Pty Ltd	E064495 & E064795	Electrical irrigation works at various reserves	\$41,819.15
Turf Care WA Pty Ltd	E064736	Turf renovations at various reserves	\$26,488.00
Water Corporation	Chq's 069268 & 069386	Water charges	\$33,589.17
West Coast Turf	E064387 & E064693	Turf installation at various sites	\$67,558.64

Payroll

Supplier Name	Remittance Number	Remittance Details	Amount
Various Banking Institutions	Direct Bank Transfers 13/06/2018 & 27/06/2018	Payment of salaries and wages to City employees net of tax and deduction for pays 25 and 26.	\$2,197,864.35
Australian Taxation Office	Direct Bank Transfers 13/06/2018 & 27/06/2018	Pay as You-Go taxation and other deductions from employee payroll for pays 25 and 26.	\$674,322.00
Creditors & Advances	Direct Bank Transfers 13/06/2018 & 27/06/2018	Payment of superannuation, union membership, council rates, vehicle deductions, Centrelink, etc. for pays 25 and 26.	\$499,622.50
Total			\$3,371,808.85

C18/6001 – SCHEDULE OF ACCOUNTS PAID FOR JUNE 2018 (REC) (ATTACHMENT)**STAKEHOLDER ENGAGEMENT****I. COMMUNITY**

Not applicable.

II. OTHER AGENCIES / CONSULTANTS**STATUTORY AND LEGAL IMPLICATIONS**

This report meets the requirements of the *Local Government (Financial Management) Regulations 1996* 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 and amendments.

STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS

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

POLICY IMPLICATIONS

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

ALTERNATE OPTIONS AND THEIR IMPLICATIONS

Not applicable as this report presents information for noting only.

CONCLUSION

Payments for the period totalled \$10,089,821.37 for the Municipal Fund and \$114,758.10 for the Trust Fund whilst new investment transactions totalled \$2,500,000.00.

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

C18/6001 – SCHEDULE OF ACCOUNTS PAID FOR JUNE 2018 (REC) (ATTACHMENT)**OFFICER RECOMMENDATION (6001)****NOTING**

That the Council notes the Schedule of Accounts paid for the period ending 30 June 2018 as approved by the Director Corporate Services in accordance with delegated authority DA-035, and detailed in attachment [6001 June 2018](#)

**C18/6002 – STATEMENTS OF FINANCIAL ACTIVITY FOR JUNE 2018 (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

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<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 by Program, Sub-Program and Nature and Type, for the period ending 30 June 2018 and recommends that they be noted by the Council. The final figures for 2017-2018 are yet to be finalised.
- The variances for the month of June 2018 and recommends that they be noted by the Council.
- The Budget amendments required for the month of June 2018 and recommends that they be adopted by Absolute Majority decision of the Council.

**C18/6002 – STATEMENTS OF FINANCIAL ACTIVITY FOR JUNE 2018 (AMREC)
(ATTACHMENTS)**
BACKGROUND

The Statements of Financial Activity for the period ending 30 June 2018 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. The three, monthly reports that are presented are the:-

1. Preliminary Rate Setting Statement by Program, which provides details on the Program classifications,
2. Preliminary Rate Setting Statement by Sub-Program, which provides further details on the Program classifications and,
3. Preliminary Statement of Financial Activity by Nature and Type, which provides details on the various categories of income and expenditure.

Variances

RATE SETTING STATEMENT by Program EXTRACT OF RATE SETTING STATEMENT FOR VARIANCE IN EXCESS OF \$50,000 for the Period 1 July 2017 to 30 June 2018 (preliminary)								
	June Actual \$	YTD Rev. Budget \$	YTD Actual \$	Variance \$	Variance %	Annual Budget \$	Annual Rev. Budget \$	Current Commit. \$
OPERATING ACTIVITIES								
Revenue from operating activities (excluding rates and non-operating grant, subsidies and contributions)								
General Purpose Funding	2,045,602	10,999,670	11,278,873	279,203	3%	10,206,355	10,999,670	0
Recreation and Culture	672,165	8,112,196	8,026,419	(85,777)	-8%	8,570,847	8,112,196	0
Economic Services	107,134	2,513,346	3,170,546	657,200	26%	2,613,767	2,513,346	0
Other Property and Services	713,533	2,591,525	(515,036)	(3,106,561)	-120%	1,881,450	2,591,525	-
	3,857,438	32,594,469	30,358,484	(2,235,985)		31,450,827	32,594,469	-
Expenditure from operating activities								
Governance	(441,813)	(5,405,189)	(4,633,825)	771,364	-14%	(5,263,277)	(5,405,189)	-
General Purpose Funding	(48,869)	(786,203)	(846,807)	(60,605)	8%	(3,232,581)	(786,203)	-
Law, Order, Public Safety	(311,042)	(4,191,444)	(3,943,087)	248,356	-6%	(4,118,059)	(4,191,444)	-
Health	(83,894)	(1,131,859)	(1,068,074)	63,786	-6%	(1,168,492)	(1,131,859)	-
Education & Welfare	(209,555)	(2,763,431)	(2,595,282)	168,149	-6%	(2,729,585)	(2,763,431)	-
Community Amenities	(1,802,860)	(25,745,875)	(23,348,216)	2,397,660	-9%	(24,667,337)	(25,745,875)	-
Recreation and Culture	(2,601,115)	(30,127,813)	(28,600,630)	1,527,182	-5%	(29,988,278)	(30,127,813)	-
Transport	(1,740,321)	(17,919,956)	(17,357,706)	562,250	-3%	(17,725,955)	(17,919,956)	-
Economic Services	(254,423)	(2,415,934)	(2,552,148)	(136,214)	6%	(2,390,021)	(2,415,934)	-
Other Property and Services	(947,490)	(10,578,185)	(7,957,905)	2,620,280	-25%	(10,369,279)	(10,578,185)	-
	(8,450,671)	(101,128,532)	(92,977,919)	8,150,613		(101,719,144)	(101,128,532)	-
Investing Activities								
Non-operating grants, subsidies and contributions	769,942	5,011,423	4,249,432	(761,991)		2,236,267	5,011,423	-
Proceeds from Disposal of Assets	1,401,216	2,624,802	3,315,220	690,418	26%	2,158,950	2,624,802	-
Purchase of Furniture & Equipment	(39,052)	(3,432,075)	(1,817,776)	1,614,299	-47%	(2,173,668)	(3,432,075)	-
Purchase of Plant & Equipment	(160,577)	(3,699,641)	(1,173,325)	2,526,316	-68%	(2,235,727)	(3,699,641)	-
Purchase of Land & Buildings	(883,524)	(21,715,953)	(4,072,432)	17,643,521	-81%	(12,992,772)	(21,715,953)	-
Purchase of Infrastructure Assets	(2,348,079)	(25,974,981)	(16,851,101)	9,123,880	-35%	(17,552,829)	(25,974,981)	-

**C18/6002 – STATEMENTS OF FINANCIAL ACTIVITY FOR JUNE 2018 (AMREC)
(ATTACHMENTS)**

A more detailed summary of variances and comments based on the Rate Setting Statement by Sub-Program is provided in attachments [6002C Sub Program June 2018](#) and [6002H June 2018](#).

Revenue

\$85.40 million in Rates was raised to 30 June 2018, compared to \$82.58 million being \$2.82m or 3.4% more than for the same reporting period last year. This is compared with a revised year to date budget of \$85.04 million, resulting in a positive variance of \$352,469 (0.41%).

Money Expended in an Emergency and Unbudgeted Expenditure

Not applicable for June 2018.

Budget Amendments

Details of Budget Amendments requested for the month of June 2018 are shown in attachment [6002J June 2018](#). Highlighted are five budget amendment journals greater than \$50,000 that were processed in June 2018:

- \$72,770 – Transfer of surplus budgets for building/lighting project to minor capital renewal projects.
- \$50,000 – Transfer surplus budgets from intermediate road remediation to Murdoch Drive/Hawke Pass roundabout.
- \$2,450,000 – Transfer budget due to delay in Melville North and Alfred Cove East underground power project commencement (reserve transfer).
- \$250,000 – Create new budget for grant received from Department of Local Government, Sport & Cultural Industries for Murdoch University synthetic turf.
- \$178,000 – Correcting imbalance between cost ledger and fleet ledger balances.

Rates Debtors

Rates, Refuse, Fire and Emergency Service Authority and Underground Power payments totalling \$1,370,062 were collected over the course of the month. Rates collection progress for the month of June is 1.4% below the target of 98%. This represents a dollar value of \$1,528,308. As at 30 June 96.6% of 2017/2018 rates, including prior year arrears had been collected compared with 96.7% collected for the same time last year. Rates collection for 2017-2018 excluding prior year rate arrears is 99.6%.

Total sundry debtor balances increased by \$170,831 over the course of the month from \$317,917 to \$488,748. The 90+ day's debtor balance decreased by \$26,999 from \$178,885 to \$151,886.

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.

**C18/6002 – STATEMENTS OF FINANCIAL ACTIVITY FOR JUNE 2018 (AMREC)
(ATTACHMENTS)**

\$1,751.13 (waste collection) was written off under delegated authority in the month of June 2018 as the City has exhausted all avenues to recover costs and there is no alternative contact to pursue the debt.

\$720.00 (tree removal) was written off under delegated authority in the month of June 2018 as the City has exhausted all avenues to recover costs and there is no alternative contact to pursue the debt.

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

DESCRIPTION	LINK
Statement of Financial Activity By Nature and Type – June 2018	<u>6002A Nature Type June 2018</u>
Rate Setting Statement by Program – June 2018	<u>6002B Program June 2018</u>
Rate Setting Statement by Sub-Program – June 2018	<u>6002C Sub Program June 2018</u>
Representation of Net Working Capital – June 2018	<u>6002E June 2018</u>
Reconciliation of Net Working Capital – June 2018	<u>6002F June 2018</u>
Notes on Rate Setting Statement reporting on variances of 10% or \$50,000 whichever is greater – June 2018	<u>6002H June 2018</u>
Details of Budget Amendments requested – June 2018	<u>6002J June 2018</u>
Summary of Rates Debtors – June 2018	<u>6002L June 2018</u>
Graph Showing Rates Collections – June 2018	<u>6002M June 2018</u>
Summary of General Debtors aged 90 Days Old or Greater – June 2018	<u>6002N June 2018</u>

STAKEHOLDER ENGAGEMENT

I. COMMUNITY

Not applicable.

II. OTHER AGENCIES / CONSULTANTS

Not applicable.

**C18/6002 – STATEMENTS OF FINANCIAL ACTIVITY FOR JUNE 2018 (AMREC)
(ATTACHMENTS)****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:

(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.

**C18/6002 – STATEMENTS OF FINANCIAL ACTIVITY FOR JUNE 2018 (AMREC)
(ATTACHMENTS)****FINANCIAL IMPLICATIONS****Variances**

Variances are detailed and explained in attachment [6002H June 2018](#) (Notes on Statement of Variances in excess of \$50,000 by Sub-Program).

STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS

There are no identifiable strategic, risks or environmental management implications arising from this report.

POLICY IMPLICATIONS

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

CONCLUSION

The attached financial reports reflect a positive financial position of the City of Melville as at 30 June 2018. The reported figures are subject to review with the completion of the 2017-2018 financial year currently underway.

**C18/6002 – STATEMENTS OF FINANCIAL ACTIVITY FOR JUNE 2018 (AMREC)
(ATTACHMENTS)**

OFFICER RECOMMENDATION (6002)

NOTING AND ABSOLUTE MAJORITY DECISION

That the Council:

- Notes the Rate Setting Statement and Statements of Financial Activity for the month ending 30 June 2018 as detailed in the following attachments:**

DESCRIPTION	LINK
Statement of Financial Activity By Nature and Type – June 2018	<u>6002A Nature Type June 2018</u>
Rate Setting Statement by Program – June 2018	<u>6002B Program June 2018</u>
Rate Setting Statement by Sub-Program – June 2018	<u>6002C Sub Program June 2018</u>
Representation of Net Working Capital – June 2018	<u>6002E June 2018</u>
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Details of Budget Amendments requested – June 2018	<u>6002J June 2018</u>
Summary of Rates Debtors – June 2018	<u>6002L June 2018</u>
Graph Showing Rates Collections – June 2018	<u>6002M June 2018</u>
Summary of General Debtors aged 90 Days Old or Greater – June 2018	<u>6002N June 2018</u>

- By Absolute Majority Decision adopts the budget amendments, as detailed in the attached Budget Amendment Reports for June 2018 [6002J June 2018](#).**

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