



**AGENDA**

**FOR THE**

**ORDINARY MEETING OF THE COUNCIL**

**TO BE HELD ON**

**TUESDAY, 20 November 2018**

**AT 6.30PM IN THE COUNCIL CHAMBERS**

**MELVILLE CIVIC CENTRE**

**DISCLAIMER**

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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, 20 November 2018.

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

**Marten Tieleman**  
**Acting Chief Executive Officer**

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## 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 – 16 OCTOBER 2018**  
**Minutes 16 October 2018**

**RECOMMENDATION**

**That the Minutes of the Ordinary Meeting of the Council held on Tuesday, 16 October 2018, be confirmed as a true and accurate record.**

**8.2 NOTES OF AGENDA BRIEFING FORUM – 6 NOVEMBER 2018**  
(Notes of the Agenda Briefing Forum will be available on Friday, 9 November 2018)

**RECOMMENDATION**

**That the Notes of Agenda Briefing Forum held on Tuesday, 6 November 2018, be received.**

**8.3 FINANCIAL MANAGEMENT AUDIT RISK COMMITTEE – 5 NOVEMBER 2018****RECOMMENDATION**

**That the Minutes of the Financial Management Audit Risk Committee held on Monday, 5 November 2018 be noted.**

**NB: Minutes to be confirmed at next meeting of the Financial Management Audit Risk Committee.**

**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**

**CD18/8110 - STAKEHOLDER ENGAGEMENT STRATEGY (REC) (ATTACHMENT)**

Ward : All  
 Category : Strategic  
 Subject Index : Community Engagement  
 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.  
 Funding : Not Applicable  
 Responsible Officer : Mog Piasecka  
 Stakeholder Engagement 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 &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>

**CD18/8110 STAKEHOLDER ENGAGEMENT STRATEGY (REC) (ATTACHMENT)****KEY ISSUES / SUMMARY**

A draft Stakeholder Engagement Strategy has been developed with the input of a Combined Stakeholder Reference Group (CSRG) including randomly sampled and selected members of the public, senior staff of the City and Elected Members. Participation involved attendance at two workshops to identify actions which would contribute to achievement of the following goals.

- To increase levels of public participation in local governance in ways that complement the decision-making role of the Council;
- To increase community understanding of the processes of local governance including the roles and responsibilities of citizens, the Executive and the Council; and
- To increase elected member involvement and promotion of stakeholder engagement processes for the purpose of good governance.

The draft document was reviewed by the CSRG and no changes were recommended. It was then made available to 1,700 residents of the City via direct email for comment. No changes were identified. This report seeks the Council endorsement of the draft Strategy for implementation from 2019 onwards.

**BACKGROUND**

Currently, the City of Melville has a Council policy, an operational framework, a process map and accompanying pro-formas for carrying out stakeholder engagement activities. Whilst these documents are indicative of the City's commitment to engaging with the community on matters of importance to them, current circumstances, including the recent State Government Inquiry into the City of Melville and the ongoing review of the Local Government Act 1995, have shown the need for a review and strengthening of implementation of existing policies and processes.

In common with many other local governments, the City of Melville has been facing "*The challenge of meeting community expectations regarding community engagement*" (Corporate Business Plan, 2016 – 2020) in ways that reflect the requirements of its own Stakeholder Engagement Policy, and its commitment to the core values of the International Association of Public Participation (IAP2) and the Accountability Principles of AA1000 Stakeholder Engagement Standard 2015.

The vision of the review of the *Local Government Act 1995* is one in which local governments in Western Australia will become more agile, smart and inclusive, particularly with respect to the following:

- Capacity to strike a balance between community expectations, resourcing and external pressures;
- Removing barriers so local governments can be responsive thereby ensuring that operations are reflective of changing community expectations;
- Representing and involving communities in decision-making.

**CD18/8110 STAKEHOLDER ENGAGEMENT STRATEGY (REC) (ATTACHMENT)**

Development of a supporting Stakeholder Engagement Strategy to strengthen the City's approach therefore presented an opportunity to bring all of the primary stakeholders in the endeavour together: the community, the Council and officers of the administration, as they were the people most likely to be affected by implementation.

**DETAIL**

The overarching goals in the draft Strategy were identified following an extensive review of the relevant literature and practice in community engagement, namely:

- To increase levels of public participation in local governance in ways that complement the decision-making role of the Council;
- To increase community understanding of the processes of local governance including the roles and responsibilities of citizens, the Executive and the Council; and
- To increase elected member involvement in and promotion of stakeholder engagement processes for the purpose of good governance.

The purpose of the engagement was:

*To engage with citizens, elected members and staff in identifying actions to achieve the overarching goals of the new Stakeholder Engagement Strategy in ways that are fair, transparent and can be linked to final outcome/s of engagement.*

The engagement process included use of the City's community portal, MelvilleTalks, to provide information about the project and to enable participants to provide feedback.

The information included:

- details about who was to be consulted and how
- a Terms of Reference for the CSRG
- an online Expression of Interest form to register for the CSRG
- a timeline
- a photographic record of the two workshops
- notes of CSRG input from both workshops
- a digital book showing the draft Strategy during its development

The Combined Stakeholder Reference Group was made up of approximately 50 people representing both internal and external stakeholders, including:

- Elected Members, including the Mayor
- Staff Members; and
- Residents from each of the six wards of Council

Elected Members were invited to participate following presentations on the project at Elected Member Information Sessions. City staff were invited to participate following presentations at a number of in-house meetings, including Executive Leadership Team meetings chaired by the Chief Executive Officer.



**CD18/8110 STAKEHOLDER ENGAGEMENT STRATEGY (REC) (ATTACHMENT)**

Residents were recruited by sending direct emails to a random, stratified sample of Melville residents inviting them to submit an Expression of Interest in participating. In total 1,700 people were invited to submit for one of 24 places in the CSRG, all of which were filled.

However, of those who were selected, some were unable to attend the workshops and not all wards were represented.

Both facilitated CSRG workshops, for the purpose of identifying actions to achieve the goals, were held during March 2018. To encourage an informal and friendly atmosphere, everyone was encouraged to dress casually and an interactive exercise, which enabled people to talk about themselves, was conducted. Staff and elected members acted as welcoming hosts for the occasion. M-participation, by which people may use their own mobile devices to participate in real time, was used to capture their opinions and ideas about the goals and the record of their contributions during the workshop/s. Following each workshop, a report on the feedback received was made available to participants.

Following the second workshop, all participants were sent a link to an online survey to indicate levels of support for the actions they had identified. The purpose of this communication was to determine whether another workshop would be necessary to complete the work of the CSRG. No significant changes were required.

The outcome of the CSRG's work was a digital book which was finalised in August 2018 and made available for viewing on MelvilleTalks. Subsequently, links to the draft Strategy were sent to all members of the CSRG for commentary and then to the 1700 people who had been randomly sampled during the earlier recruitment phase. To gain input from the wider community, social media messages were used to invite comment by the closing date of Friday, 5 October 2018.

The Strategy can be viewed in attachment to this report.

**[8110 Stakeholder Engagement Strategy](#)****STAKEHOLDER ENGAGEMENT****I. COMMUNITY**

Levels of engagement are identified with a view to fulfilling the overall purpose of engagement and are set out as engagement objectives. On this occasion, they were:

- To involve the public in identifying actions relevant to the three goals of the draft Strategy.
- To consult with the public in providing feedback on draft versions of the Strategy prior to referral to the Council for endorsement.

The engagement methodologies used included facilitated workshops and online engagement.

**II. OTHER AGENCIES / CONSULTANTS**

N/A

**CD18/8110 STAKEHOLDER ENGAGEMENT STRATEGY (REC) (ATTACHMENT)**

**STATUTORY AND LEGAL IMPLICATIONS**

N/A

**FINANCIAL IMPLICATIONS**

With respect to implementation of Goal 1: *“To increase levels of public participation in local governance in ways that complement the decision-making role of Council”* there are no direct up front financial implications during this financial year. Costs of engagement and communications are currently factored into Project Management processes.

Development of community education and training initiatives to implement Goals 2 and 3 *“To increase community understanding of the processes of local governance including the roles and responsibilities of citizens, the Executive and Council;”* and *“To increase elected member involvement in and promotion of stakeholder engagement processes for the purpose of good governance”* respectively, will require funding which may be available from external sources following the review of the Local Government Act (1995).

**STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS**

Risk Statement	Level of Risk	Risk Mitigation Strategy
As a result of the Strategy, there will be community expectations of its implementation. Failure to implement could lead to community dissatisfaction with the City’s performance.	Medium	Manage by development of an implementation plan and the provision of regular updates and news stories as implementation goes ahead.

**POLICY IMPLICATIONS**

N/A

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

An alternate option would be to not endorse the Strategy which would mean the City still does not have a Stakeholder Engagement Strategy, and would also lead to dissatisfaction of those community members that have participated in the development of the Strategy.

**CD18/8110 STAKEHOLDER ENGAGEMENT STRATEGY (REC) (ATTACHMENT)****CONCLUSION**

The draft Stakeholder Engagement Strategy was developed in accordance with City's Stakeholder Engagement Policy and the core values and standards of the International Association of Public Participation (IAP2).

The Strategy will prepare the City to operate in accordance with a revised Local Government Act with its requirements for better quality governance and services to the community.

**OFFICER RECOMMENDATION (8110)****APPROVAL**

**That the Council endorses the Stakeholder Engagement Strategy as a guiding document for the implementation of Council Policy CP-002 Stakeholder Engagement Policy.**

**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	: Corrine Newman – Governance Coordinator

**AUTHORITY / DISCRETION**

**DEFINITION**

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

**KEY ISSUES / SUMMARY**

This report details the documents to which the City of Melville Common Seal has been applied for the period from 18 September 2018 up to and including 22 October 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**

<b>Register Reference</b>	<b>Parties</b>	<b>Description</b>	<b>ECM Reference</b>
CS2068	City of Melville and Applecross Tennis Club	Applecross Tennis Club – Lease Renewal to 2024	4822824
CS2069	City of Melville and Jason Frederick Bamber Townes and Big Moreton Pty Ltd	As per council resolution (3790) for the purposes of waiving condition B for the contract which sought to restrict vehicle access from Temby court to the property situated at 7 Temby court, Kardinya being lot 323 on plan 12331 CT Volume 1504 Folio 927	4875812
CS2070	City of Melville and Michael and Louise Backhouse	Common Seal & CEO Sign Off for Notification 70A Subdivision	4851604
CS2071	City of Melville and Urbnsurf (Perth) Pty Ltd	Deed of Variation and Amendment to Ground Lease for Wave Park Surf Sports Recreation and Leisure Facility: Lot 39 (No. 596) Canning Highway, Alfred Cove	4893750
CS2072	City of Melville and Telstra Corporation Limited	Lease - Portion of Beasley Reserve – Ten years with further option for renewal commencing 15 August 2018	41007237

**STAKEHOLDER ENGAGEMENT**

**I. COMMUNITY**

Not applicable.

**II. OTHER AGENCIES / CONSULTANTS**

Not applicable.

**M18/5000 – COMMON SEAL REGISTER (REC)****STATUTORY AND LEGAL IMPLICATIONS**

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

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

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

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

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

**FINANCIAL IMPLICATIONS**

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

**STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS**

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

**POLICY IMPLICATIONS**

There are no policy implications in this report.

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

Not applicable.

**CONCLUSION**

This is a standard report for the Elected Members' information.

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

**That the Council notes the actions of His Worship the Mayor and the Acting Chief Executive Officer in executing the documents listed under the Common Seal of the City of Melville from 18 September 2018 up to and including 22 October 2018.**

**C18/5652 CITY OF MELVILLE COMMUNITY ANNUAL REPORT 2017-2018 (AMREC)  
(ATTACHMENT)**

Ward	: All
Category	: Operational
Subject Index	: City of Melville Annual Report
Customer Index	: Not Applicable
Disclosure of any Interest	: No Officer involved in the preparation of this report has a declarable interest in this matter.
Previous Items	: C17/5583 City of Melville Community Annual Report 2016-2017 – Ordinary Meeting of the Council 21 November 2017
Works Programme	: Not Applicable
Funding	: Not Applicable
Responsible Officers	: Kylie Johnson Acting Director Corporate Services

**AUTHORITY / DISCRETION**

**DEFINITION**

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

**C18/5652 CITY OF MELVILLE COMMUNITY ANNUAL REPORT 2017-2018 (AMREC)  
(ATTACHMENT)****KEY ISSUES / SUMMARY**

- This report presents the finalised City of Melville Community Annual Report 2017-2018, including Parts A and B for the Council's acceptance by absolute majority.
- The text and design component of the Community Annual Report 2017-2018 Part A, excluding the financial data, was provided to the Council through the Elected Member Bulletin (EMB) in September 2018.
- The financials have been finalised, externally audited and then considered by the Financial Management Audit, Risk and Compliance Committee at its meeting held on 5 November 2018.
- An extract of the audited Financial Report has been incorporated in the finalised Community Annual Report 2017-2018 Part A. The extract itself has not been separately audited.
- The Community Annual Report 2017-2018 Part A together with the full audited Annual Financial Report – Part B includes all the information required by the *Local Government Act 1995* and other relevant legislation.
- In accordance with the *Local Government Act 1995* section 5.54, the Community Annual Report including parts A and B is to be accepted by absolute majority decision no later than 31 December after the close of the financial year.

**BACKGROUND**

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

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

The format of this year's Annual Report again consists of two parts, which together comprise the City's Annual Report;

- part A which features a full text summary and unaudited extracts from the Annual Financial Report; and
- part B the Audited Annual Financial Report.



**C18/5652 - CITY OF MELVILLE COMMUNITY ANNUAL REPORT 2017-2018 (AMREC)**  
**(ATTACHMENT)****DETAIL**

The 2017-2018 Community Annual Report has been prepared and meets the requirements of the Act. It is designed to report against *The City of Melville Corporate Business Plan 2016-2020*. It also references and reinforces the importance of the *Strategic Community Plan 2016-2026*, which aligns with the Department of Local Government, Sport and Cultural Industries Integrated Planning Framework.

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

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

The text of this Annual Report was developed from information gathered from all areas of the organisation and various corporate documents. This text was reviewed by the former Chief Executive Officer and the Executive Leadership Team. The Governance and Compliance Advisor also completed an audit of the text against the specific legislative requirements and confirmed relevant requirements had been addressed.

The text and design component of the 2017-2018 Community Annual Report, excluding the financial data, was provided to the Council through the Elected Members Bulletin, for feedback in late September 2018.

Electors will be made aware that the full version of the Community Annual Report consists of two parts:

- part A containing all of the textual information and the extracts from the Annual Financial Report which will be printed and provided in hard copy and on the City's website; and
- part B the independently audited Annual Financial Report will not be professionally printed but will be made available in hard copy on request and also published on the City's website.

**C18/5652 - CITY OF MELVILLE COMMUNITY ANNUAL REPORT 2017-2018 (AMREC)  
(ATTACHMENT)**

Part B of the Community Annual Report, has been audited and reviewed by the Financial Management, Audit, Risk and Compliance Committee on 5 November 2018. The Financial Extract included in Part A of the Community Annual Report is taken from the audited Annual Financial Report and used to present a summary of what are considered to be the key aspects of the audited financial information. In order to save on costs the financial report extract in Part A is not separately audited and this is stated clearly in the report.

The Council is required to, by absolute majority decision, accept the complete version of Community Annual Report which includes Parts A and B [\[Annual Report 2017-2018 \]](#). This is to be done by 31 December and prior to the General Meeting of Electors.

**STAKEHOLDER ENGAGEMENT**

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

**I. COMMUNITY**

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

**II. OTHER AGENCIES / CONSULTANTS**

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

**STATUTORY AND LEGAL IMPLICATIONS**

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

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

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

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

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

**C18/5652 - CITY OF MELVILLE COMMUNITY ANNUAL REPORT 2017-2018 (AMREC)  
(ATTACHMENT)**

**FINANCIAL IMPLICATIONS**

Funds have been provided in the 2018-2019 budget to enable graphic design, publication, promotion and distribution of Part A of the Annual Report. As per the previous years, minimal hard copy Annual Reports will be published, and more environmentally responsible distribution methods such as through CD and access via the City of Melville website will be utilised.

**STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS**

<b>Risk Statement</b>	<b>Level of Risk</b>	<b>Risk Mitigation Strategy</b>
Not publishing an Annual Report in accordance with all relevant legal requirements and accounting standards would result in non-compliance with required legislative and regulatory requirements.	Moderate consequences which are likely, resulting in a <b>High</b> level of risk	Ensure the Annual Report conforms to all requirements through assessment by the Governance and Compliance Advisor of the updated version of the Report, inclusive of the abridged Financial Statements, prior to going to the Ordinary Meeting of Council in November 2018.

**POLICY IMPLICATIONS**

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

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

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

**CONCLUSION**

The text of this Annual Report is a succinct and accurate reflection of the activities undertaken by the City of Melville in the 2017-2018 financial year, and has been prepared in accordance with legislative and regulatory requirements.

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

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

**C18/5652 - CITY OF MELVILLE COMMUNITY ANNUAL REPORT 2017-2018 (AMREC)  
(ATTACHMENT)**

**OFFICER RECOMMENDATION (5583)**

**ABSOLUTE MAJORITY**

**That the Council, by Absolute Majority Decision, accepts the City of Melville 2017-2018 Community Annual Report which includes Parts A and B.  
[5652 Annual Report 2017 2018.](#)**

**C18/5653 - REVIEW OF COUNCIL POLICY CP-023 PROCUREMENT POLICY (REC)  
(ATTACHMENT)**

Ward	: All
Category	: Policy
Subject Index	: Policy and Policy Development
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	: C18/6158 Review of Council Policy CP-023 Procurement of Products and Services – Ordinary Meeting of the Council – 17 April 2018
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 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>

**C18/5653 - REVIEW OF COUNCIL POLICY CP-023 PROCUREMENT POLICY (REC)  
(ATTACHMENT)****KEY ISSUES / SUMMARY**

- A number of minor omissions from the previous revision of this policy have been rectified as well as inclusion of additional clarity relating to ambiguous clauses.
- Improved strength of wording in aspects of value for money, delegated authority, procurement from existing contracts, sustainable procurement, credit cards, WALGA quotes, emergency purchases and exceptions.
- Removed references to Aboriginal Business exemptions based on advice from WALGA and changes to State Government policy.
- Addressed functional issues with the Panel Arrangement wording, specifically around the structure of categories within panels.

**BACKGROUND**

Council Policy CP-023 was last updated in April 2018. This update was a large scale revision of the policy and was aligned to a number of improvements in process and procedure. It also brought the policy more in line with WALGA templates and addressed recommendations provided by external auditors.

As there were a number of minor omissions that required rectification following the approval of this policy in April 2018, coupled with some opportunities to strengthen delivery of open and transparent procurement activities, it is necessary to re-submit this policy to the Council.

**DETAIL**

All changes have been marked up as 'track changes' within the attachment and each change includes a comment to identify the reason behind the change. There are twenty (20) changes in total.

The revised version of the policy has been attached:

[5653 CP-023 Procurement Policy Revised](#)

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

No community engagement or consultation has been carried out.

**II. OTHER AGENCIES / CONSULTANTS**

WALGA provides local governments with a suite of tools and templates for use in procurement. The City has begun utilising many of these to achieve some standardisation as well as to address many of the new innovations and improvements that WALGA has proposed. The change related to Aboriginal Businesses has been made based on WALGA advice.

**C18/5653 - REVIEW OF COUNCIL POLICY CP-023 PROCUREMENT OF PRODUCTS AND SERVICES (REC) (ATTACHMENT)****STATUTORY AND LEGAL IMPLICATIONS**

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 budgets.

**STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS**

There are no environmental management implications with regard to this matter. There was a minor amendment to the policy to strengthen the City's commitment to sustainability and how that will be incorporated in to procurement going forward.

The previously identified risk of 'stakeholder non-compliance with procurement policies' has been mitigated to MEDIUM. No additional procurement risks have been identified.

**POLICY IMPLICATIONS**

The amendments to this policy strengthen the City's procurement position and strengthen transparency regarding the way in which procurement activities are undertaken.

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS**

There are no alternate options. Not implementing these changes to the policy will result in an inability to align operational processes with high-level policy. It would also make any reduction to the identified risk impossible.

**CONCLUSION**

The policy amendments are attached to this item. The proposed changes will allow for realisation of the opportunities for improvement identified, provide greater clarity of the procurement policy for all stakeholders, and strengthen the transparency of procurement activities.

**OFFICER RECOMMENDATION (5653)****APPROVAL**

**That the Council adopts the revised CP-023 Procurement Policy as shown in attachment [5653 CP-023 Procurement Policy Revised](#)**

**C18/6000 - INVESTMENT STATEMENTS FOR SEPTEMBER 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**

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

**KEY ISSUES / SUMMARY**

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



**C18/6000 - INVESTMENT STATEMENTS FOR SEPTEMBER 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.

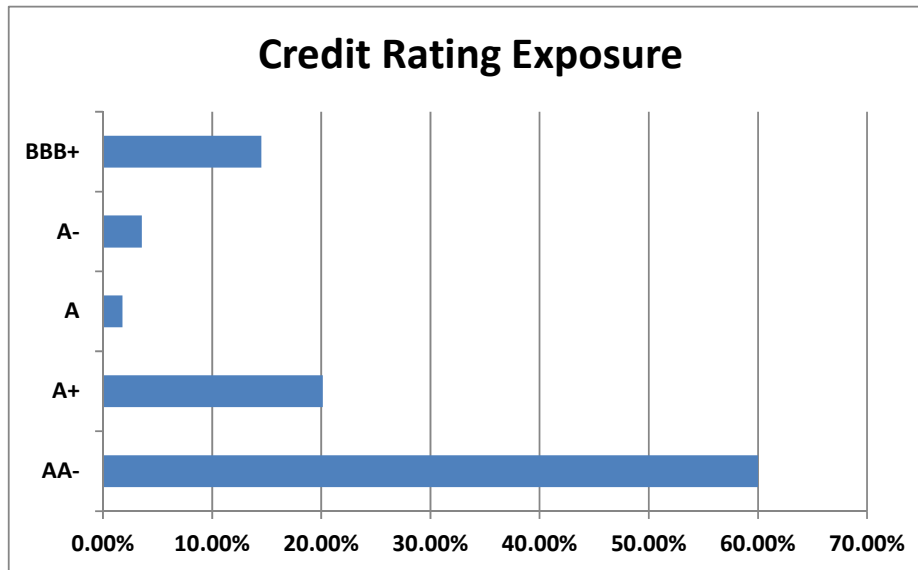
The investment of cash holdings is undertaken in accordance with Council Policy CP-009 - Investment of Funds, with the objective of maximising returns whilst maintaining low levels of credit risk exposure.

**DETAIL**

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

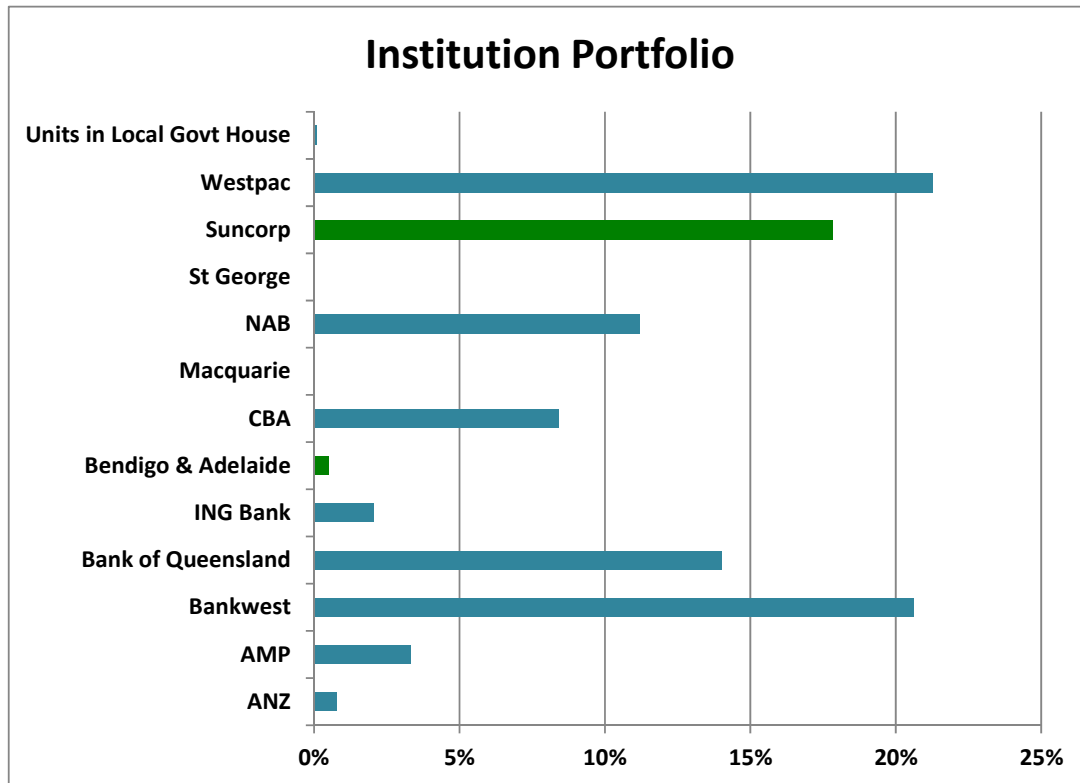
<b>CITY OF MELVILLE</b>	
<b>STATEMENT OF INVESTMENTS</b>	
<b>FOR THE PERIOD ENDING 30 SEPTEMBER 2018</b>	
<b>SUMMARY BY FUND</b>	<b>AMOUNT</b> \$
MUNICIPAL	\$ 49,859,982
RESERVE	\$ 145,276,990
TRUST	\$ 1,108,408
CITIZEN RELIEF	\$ 215,497
	<b>\$ 196,460,876</b>
<b>SUMMARY BY INVESTMENT TYPE</b>	<b>AMOUNT</b> \$
11AM	\$ 3,191,560
31DAYS AT CALL	\$ 5,000,000
60DAYS AT CALL	\$ 2,000,000
90DAYS AT CALL	\$ 8,600,000
TERM DEPOSIT	\$ 177,514,649
UNITS (Local Govt Hse)	\$ 154,668
	<b>\$ 196,460,876</b>
<b>SUMMARY BY CREDIT RATING</b>	<b>AMOUNT</b> \$
AA-	\$ 117,806,209
A+	\$ 39,500,000
A	\$ 3,500,000
A-	\$ 7,000,000
BBB+	\$ 28,500,000
UNITS (Local Govt Hse)	\$ 154,668
	<b>\$ 196,460,876</b>


**C18/6000 - INVESTMENT STATEMENTS FOR SEPTEMBER 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		0.76%	0.76%	30%	No	
AMP BANK (TERM)	TERM	A	6,500,000		3.31%	3.31%	25%	No	
BANKWEST (TERM)	TERM	AA-	40,500,000		20.61%	20.61%	30%	No	
BANK OF QUEENSLAND (TERM)	TERM	BBB+	27,500,000		14.00%	14.00%	15%	No	
BENDIGO AND ADELAIDE BANK (TERM)	TERM	BBB+	1,000,000		0.51%	0.51%	15%	Yes	1,000,000
COMMONWEALTH BANK (TERM)	TERM	AA-	16,500,000		8.40%	8.40%	30%	No	
ING BANK (TERM)	TERM	A-	4,000,000		2.04%				
ING BANK (FRTD)	FRTD	A-	-		0.00%	2.04%	25%	No	
MACQUARIE BANK (TERM)	TERM	A	-		0.00%	0.00%	25%	No	
NAB (TERM)	TERM	AA-	22,014,649		11.21%	11.21%	30%	No	
ST GEORGE BANK (TERM)	TERM	AA-	-		0.00%	0.00%	30%	No	
SUNCORP METWAY LTD (TERM)	TERM	A+	35,000,000		17.82%	17.82%	25%	Yes	35,000,000
WESTPAC (MAXI BONUS 1)	11AM	AA-	0		0.00%				
WESTPAC (MAXI BONUS 2)	11AM	AA-	1		0.00%				
WESTPAC (MAXI DIRECT)	11AM	AA-	3,191,559		1.62%				
WESTPAC (31DAYS AT CALL)	31DAYS AT CALL	AA-	5,000,000		2.55%				
WESTPAC (60DAYS AT CALL)	60DAYS AT CALL	AA-	2,000,000		1.02%				
WESTPAC (90DAYS AT CALL)	90DAYS AT CALL	AA-	8,600,000		4.38%				
WESTPAC (TERM)	TERM	AA-	23,000,000		11.71%	21.27%	30%	No	
UNITS IN LOCAL GOVT HOUSE	NA	NA	154,668		0.08%	0.08%		N/A	
			<b>196,460,876</b>		<b>100%</b>	<b>100%</b>			<b>36,000,000</b>
<b>Total Non Fossil Fuel Lending ADI</b>									<b>18%</b>

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



 Non Fossil Fuel Authorised Deposit Taking Institutions. (ADI's)

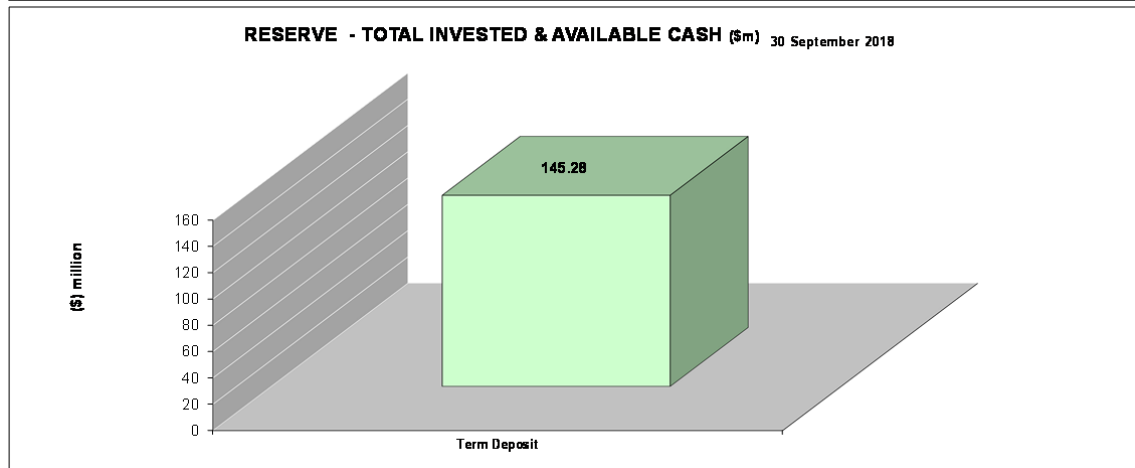
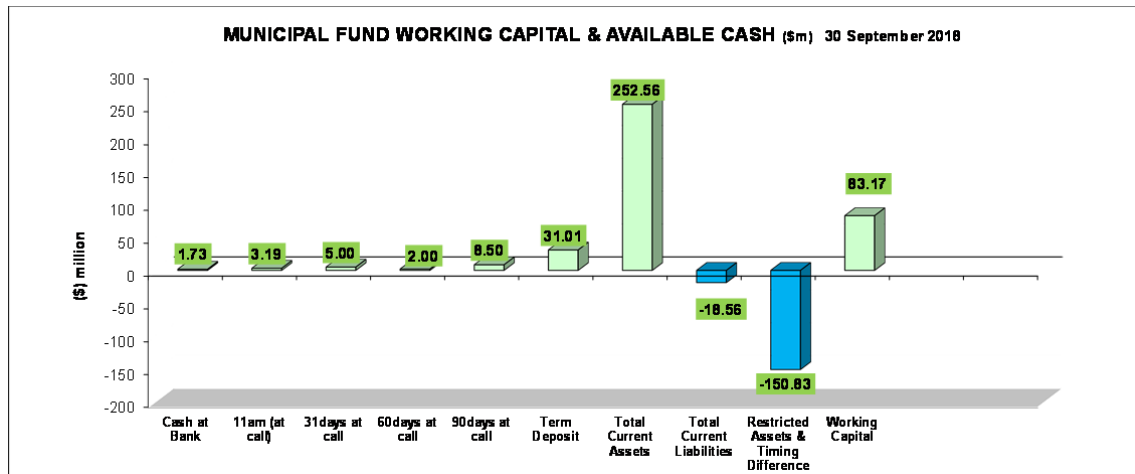
“Green investments” are authorised investment products made in authorised institutions that respect the environment by not investing in fossil fuel industries.

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 September 2018 was \$36,000,000 or 18% of total investment holdings being in non-fossil fuels institutions. This compared to \$36,000,000 (17%) in August 2018. The amount of investment holdings in non-fossil fuels institutions stay the same between August and September, however, the percentage of holding increased as less funds are being invested in September. The total investment holding for September was \$196,460,876 and August was \$206,960,875.

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

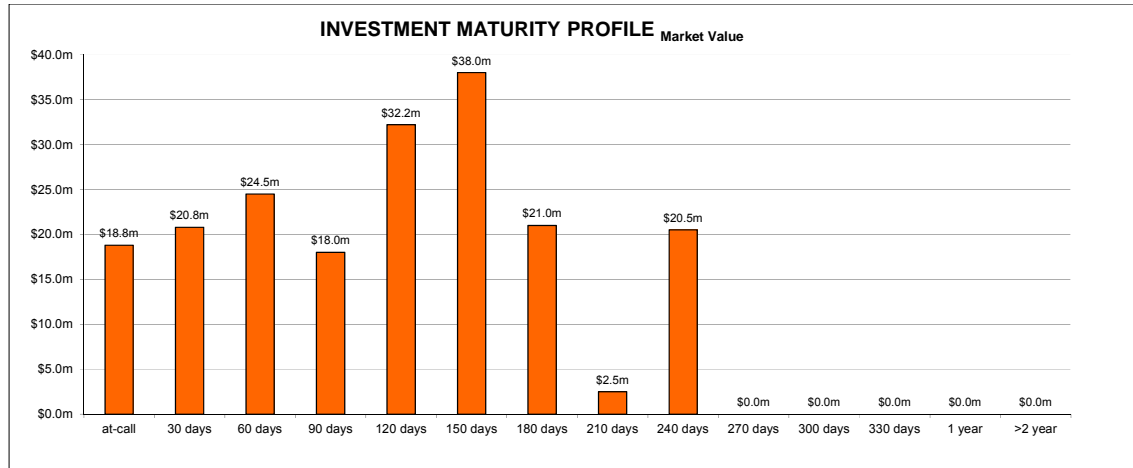
**Net Funds Held**

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 September 2018.



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

The graph below summarises the maturity profile of the City's investments at market value as at 30 September 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 SEPTEMBER 2018 (REC)**

**FINANCIAL IMPLICATIONS**

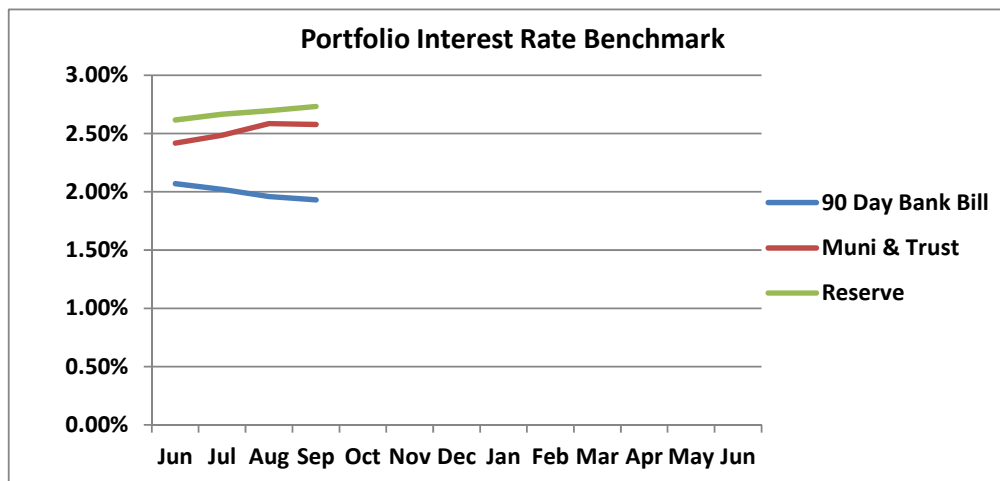
For the period ending 30 September 2018:

- Investment earnings on Municipal and Trust Funds were \$219,324 against a year to date budget of \$221,605 representing a \$2,281 negative variance.

The weighted average interest rate for Municipal and Trust Fund investments as at 30 September 2018 was 2.58% which compares favourably to the benchmark three month bank bill swap (BBSW) reference rate of 1.93%.

- Investment earnings on Reserve accounts were \$1,075,590 against a year to date budget of \$640,000 representing a \$435,590 positive variance.

The weighted average interest rate for Reserve account investments as at 30 September 2018 was 2.73% which compares favourably to the benchmark three month bank bill swap (BBSW) reference rate of 1.93%.



**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 SEPTEMBER 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 2.58% to 2.73% which well exceeds the benchmark three month bank bill swap (BBSW) reference rate of 1.93%.

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 August 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 September 2018.**

**C18/6001 – SCHEDULE OF ACCOUNTS PAID FOR SEPTEMBER 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**

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

**KEY ISSUES / SUMMARY**

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



**C18/6001 – SCHEDULE OF ACCOUNTS PAID FOR SEPTEMBER 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 September including Payment Registers numbers, Cheques 680-683 and Electronic Funds Transfers batches 524-529 Trust Payments, Card Payments and Payroll was distributed to the Elected Members of the Council on 2 November 2018. Payments for the period totalled \$17,682,902.69 for the Municipal Fund and \$148,432.80 for the Trust Fund whilst new investment transactions totalled \$7,000,000.00. Details of the payments are shown in attachment [6001 September 2018](#).

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

Supplier Number	Supplier Name	Remittance Number	Remittance Details	Amount
10004	Building & Construction Industrial Training Fund	Chq 007171	Remittance of the building construction training levy collected by the City with building licence applications	\$79,624.70
10056	City of Cockburn	E066617	Commercial waste tip fees for August	\$34,797.70
10097	Hansen Pty Ltd (Forpark Australia Pty Ltd)	E066981	Fence and playground renewal at Laurie Withers Reserve	\$54,824.00
10278	Optus Billing Services	E066636 & E066993	Replacement of communications and security products and phone charges	\$131,541.40
10382	Synergy Electricity Retail Corporation	E066638 & E066999	Electricity charges	\$191,141.82
10385	Flexi Staff	E066639 & E067000	Temporary labour hire	\$47,527.14
10399	Briteshine Cleaning Services	E066640 & E067001	Cleaning services	\$28,669.74
10965	Calibre Coatings Pty Ltd	E067019	Painting of June Barton House	\$35,163.70
10974	RBM Drilling	E067020	Sinking, developing and testing of bore at Three Bears Park	\$27,832.20
11343	M P Rogers & Associates Pty Ltd	E066679 & E067042	Consultancy works for Deepwater Point and Point Heathcote project and for Melville Boardwalks and Jetties Maintenance project	\$39,624.43
11380	EMSO Maintenance T/A Crabclaw Holdings Pty Ltd	E066680 & E067043	Building maintenance	\$76,522.30
11523	Australia Post Perth	E066684 & E067046	Mail charges	\$26,356.45
12075	Turf Care WA Pty Ltd	E067056	Turf for various reserves	\$92,396.82
12203	Southern Metropolitan Regional Council	E066702	Green waste, MSW and MRF gate fees for August and RRRC loan repayment.	\$1,036,972.70
12865	MMM WA Pty Ltd	E066716 & E067071	Repair of sump wall at Elizabeth Manion Park and stone pitching works at LeisureFit Melville	\$32,814.03
13155	Austraffic WA	E066722	Automatic traffic counts for May and June	\$45,787.50

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

Supplier Number	Supplier Name	Remittance Number	Remittance Details	Amount
13245	Tree Amigos Tree Surgeons	E066724 & E067079	Tree lopping services	\$52,976.22
13309	Drainflow Services Pty Ltd	E066725 & E067080	Jetting and educting at various sites	\$36,729.00
13563	Pearmans Electrical & Mechanical Services Pty Ltd	E066732 & E067090	Electrical maintenance	\$188,757.07
13809	Sanpoint Pty Ltd	E066738 & E067097	Dosing cabinets for irrigation system at Webber Reserve and Peter Ellis Reserve	\$29,742.48
13935	Contraflow Pty Ltd	E066743 & E067102	Traffic management services	\$58,726.89
14051	Department of Fire and Emergency Services	E067105	ESL remittance for August	\$8,133,340.56
14152	Local Health Authorities Analytical Committee	E067107	Analytical services for 2018-19	\$25,727.44
14312	Hays Specialist Recruitment (Australia) Pty Ltd	E066752 & E067114	Temporary labour hire	\$47,188.23
14313	Asphaltech Pty Ltd	E066753 & E067115	Road resurfacing at various sites	\$255,758.73
14724	Axiis Contracting Pty Ltd	E066767 & E067123	Concrete works at various sites	\$386,177.49
14756	Eco Resources Pty Ltd	E066769 & E067124	Waste disposal fees	\$46,939.20
14964	Access Without Barriers Pty Ltd	E066779 & E067132	Building maintenance	\$26,039.23
15446	Erebus Contracting Pty Ltd	E066800 & E067145	Drainage conversion works at Curtis Road	\$26,059.00
15719	DB Cunningham Pty Ltd T/A Advantearing Civil Engineers	E066809 & E067153	Construction of wetland drainage at Quenda North and Deep Water Point and Point Walter boat launching facility upgrades	\$41,084.63
16015	Aquatic Services WA Pty Ltd	E066821 & E067163	Preventative maintenance to pool at LeisureFit Booragoon	\$26,617.58
16222	LGC Traffic Management	E066832 & E067175	Traffic management services	\$35,517.90
16223	Holton Connor Architects & Planners	E067176	Consultancy and architectural services for Tompkins Park Redevelopment project	\$39,209.50
16280	Quantum Building Services Pty Ltd	E066838 & E067179	Building maintenance	\$71,312.79
16392	BG&E Pty Ltd	E066845	Engineering consultancy for LeisureFit Booragoon pool investigation works	\$41,002.50
16439	Maintenance and Construction Services (Australia) Pty Ltd	E066853	Refurbishment works at LeisureFit Melville and AH Bracks Library	\$660,060.62
16506	T.C Drainage (WA) Pty Ltd	E066866	Investigation and repair works for Evershed Street pressure main refurbishment	\$63,330.14
16515	Marketforce Pty Ltd	E066868 & E067197	Advertising and design works	\$27,474.10
16605	Synergy Electrical Generation & Retail Corporation	E067209	Electricity charges	\$91,433.10

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

17037	Tree Care WA Pty Ltd	E066884 & E067215	Tree lopping services	\$70,445.95
17940	Natural Area Management & Services	E066896 & E067224	Planting and weed treatment at various Bushland reserves	\$56,269.50
99995	Building Commission Department of Commerce	E066613	Remittance of Building Service Levy collected on building licence applications	\$68,808.10
99999	Pindan Capital Kardinya Pty Ltd	Chq 066906	Bond refund for completion of works at 23 Buckingham Crescent	\$75,546.64

**Payroll**

Supplier Name	Remittance Number	Remittance Details	Amount
Various Banking Institutions	Direct Bank Transfers 05/09/2018 & 16/09/2018	Payment of salaries and wages to City employees net of tax and deduction for pays 3 and 4.	\$2,173,068.50
Australian Taxation Office	Direct Bank Transfers 05/09/2018 & 16/09/2018	Pay as You-Go taxation and other deductions from employee payroll for pays 3 and 4.	\$680,961.00
Creditors & Advances	Direct Bank Transfers 05/09/2018 & 16/09/2018	Payment of superannuation, union membership, council rates, vehicle deductions, Centrelink, etc. for pays 3 and 4.	\$539,889.85
<b>Total</b>			<b>\$3,393,919.35</b>

**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 and amendments.

**STRATEGIC, RISK AND ENVIRONMENTAL MANAGEMENT IMPLICATIONS**

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

**C18/6001 – SCHEDULE OF ACCOUNTS PAID FOR SEPTEMBER 2018 (REC)  
(ATTACHMENT)****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 \$17,682,902.69 for the Municipal Fund and \$148,432.80 for the Trust Fund whilst new investment transactions totalled \$7,000,000.00.

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

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

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

**C18/6002 – STATEMENTS OF FINANCIAL ACTIVITY FOR SEPTEMBER 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**

<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>

**C18/6002 – STATEMENTS OF FINANCIAL ACTIVITY FOR SEPTEMBER 2018 (AMREC)  
(ATTACHMENTS)****KEY ISSUES / SUMMARY**

This report presents:

- The Statements of Financial Activity by Program, Sub-Program and Nature and Type, for the period ending 30 September 2018 and recommends that they be noted by the Council.
- The variances for the month of September 2018 and recommends that they be noted by the Council.
- The Budget amendments required for the month of September 2018 and recommends that they be adopted by Absolute Majority decision of the Council.
- Proposed amendments to the adopted 2018-2019 Fees and Charges Schedule and recommends that they be noted and adopted by Absolute Majority decision of the Council

**BACKGROUND**

The Statements of Financial Activity for the period ending 30 September 2018 have been prepared and tabled in accordance with the *Local Government (Financial Management) Regulations 1996*.

Subsequent to the adoption of the 2018-2019 Annual Budget, changes in statutory charges for the Development Assessment Panel Applications as well as new charges and/or changes in LeisureFit, Health Services, Community Safety, and Heathcote programs, require amendments to the adopted Fees and Charges Schedule for 2018-2019.

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

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

RATE SETTING STATEMENT <small>by Program</small>							
EXTRACT OF RATE SETTING STATEMENT FOR VARIANCE \$50,000							
for the Period 1 July 2018 to 30 September 2018							
	September	YTD	YTD	Variance	Variance	Annual	Annual
	Actual	Rev. Budget	Actual		%	Budget	Rev. Budget
	\$	\$	\$	\$	%	\$	\$
<b>OPERATING ACTIVITIES</b>							
<b>Revenue from operating activities (excluding rates and non-operating grant, subsidies and contributions)</b>							
General Purpose Funding	1,074,728	5,205,629	5,292,452	86,823	2%	10,568,752	10,568,752
Community Amenities	122,268	2,192,019	2,079,862	(112,156)	-5%	3,338,109	3,338,109
Recreation and Culture	729,333	2,046,613	2,130,882	84,269	71%	8,160,171	8,160,171
Economic Services	432,436	1,065,201	1,424,215	359,014	34%	2,762,888	2,762,888
Other Property and Services	103,547	18,670	300,317	281,647	1509%	334,849	670,499
	2,649,183	13,719,855	14,317,196	597,341		30,082,837	30,418,487
<b>Expenditure from operating activities</b>							
Governance	(414,563)	(1,239,883)	(1,188,786)	51,097	-4%	(5,612,027)	(6,029,121)
Law, Order, Public Safety	(315,820)	(1,034,794)	(903,160)	131,634	-13%	(4,259,141)	(4,269,425)
Education & Welfare	(201,288)	(688,043)	(611,510)	76,533	-11%	(2,819,942)	(2,846,348)
Community Amenities	(2,092,918)	(6,486,968)	(6,003,295)	483,673	-7%	(25,607,458)	(25,950,000)
Recreation and Culture	(2,413,233)	(7,524,807)	(6,931,167)	593,640	-8%	(31,042,439)	(31,210,475)
Transport	(1,499,817)	(4,361,076)	(4,233,227)	127,850	-3%	(18,503,353)	(18,503,353)
Other Property and Services	(415,788)	(2,802,885)	(2,313,025)	489,860	-17%	(9,865,826)	(10,305,921)
	(7,740,132)	(25,282,212)	(23,366,247)	1,915,965		(108,727,124)	(110,241,581)
<b>Investing Activities</b>							
Non-operating grants, subsidies and contributions	551,359	1,545,387	996,879	(548,508)		4,963,126	6,119,146
Purchase of Furniture & Equipment	(31,438)	(449,088)	(168,719)	280,369	-62%	(1,863,602)	(3,049,769)
Purchase of Land & Buildings	(793,210)	(2,295,729)	(1,437,141)	858,588	-37%	(11,831,681)	(29,129,483)
Purchase of Infrastructure Assets	(1,372,968)	(4,217,283)	(2,853,121)	1,364,162	-32%	(23,494,859)	(32,051,020)
	(1,594,272)	(5,470,713)	(3,508,593)	4,472,747		(33,614,073)	(60,217,333)

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

**Revenue**

\$87.48 million in Rates was raised as at 30 September 2018 compared to a year to date budget of \$86.15 million. There is a variance of \$1.33 million compared to the Rate Setting Statement due to an adjustment of rates overpayments of \$1.1 million. This is an accounting treatment and will be adjusted at year end. There is a positive variance of \$228,653 when compared to year to date actual (0.27%).

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

Not applicable for September 2018.

**C18/6002 – STATEMENTS OF FINANCIAL ACTIVITY FOR SEPTEMBER 2018 (AMREC)  
(ATTACHMENTS)****Budget Amendments**

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

- \$4,428,171 – Reinstatement of 2017-2018 carry forward projects in the 2018-2019 financial year. Funding for projects is held within reserve accounts. Further details have been provided in the Elected Members Bulletin.
- \$317,802 – Correction to carry forward reinstatement journal. Strategic Urban Planning projects to be funded by the Special Projects Reserve and not the Unexpended Capital Works Reserve.
- \$209,734 – Amendment to the budget journal reinstating 2017-2018 carry forwards in 2018-2019.
- \$439,092 – Transfer of additional carry forward for Tompkins Park project from 2017-2018 to 2018-2019.
- \$100,000 – Consolidation of budgets for the Leisure Pool project.
- \$6,800,152 – Consolidation of budgets for the Shirley Strickland Reserve upgrade project.
- \$134,632 - Adjustment to carry forwards transfer from 2017-2018 to 2018-2019 for Lighting Projects (\$67,316) and transfer budget from additional minor capital renewal project to Light Pole Renewal project (\$67,316).
- \$139,164 - Consolidation of budgets for the Unified Communications upgrade project.
- \$200,000 - Transfer of budget for Jetty Renewal works to correct responsible officer.
- \$93,170 - Transfer of budget for Heathcote Upper Carpark renewal to correct responsible officer.

Rates, Refuse, Fire and Emergency Service Authority and Underground Power payments totalling \$4,753,383 were collected over the course of the month. Rates collection progress for the month of September is 0.5% below the target of 61.8%. This represents a dollar value of \$452,284. As at 30 September 60.3% of the 2018-2019 rates, including prior year arrears had been collected compared with 61.5% collected for the same time last year. Rates collection for 2018-2019 excluding prior year rate arrears is 62.6%.

Total sundry debtor balances increased by \$196,247 over the course of the month from \$599,175 to \$795,423. The 90+ day's debtor balance increased by \$106,995 from \$162,645 to \$269,640.

**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.

There were no debts written off for the month of September 2018.



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

**Proposed amendments to the 2018-2019 Fees and Charges**

Key amendments include:

- Following adoption of the 2018-2019 Annual Budget, officers received advice from the State Planning Commission that the State regulated fees for Development Assessment Panel applications have been amended for 2018-2019.
- Amendments to the Fees and Charges applicable to programs run at the Heathcote Cultural Centre.

Amendments to the relevant sections of the 2018-2019 Fees and Charges Schedule are presented in attachment [6002O 2018 2019 Amended Fees and Charges](#) for the Council's noting and adoption.

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

DESCRIPTION	LINK
Statement of Financial Activity By Nature and Type – September 2018	<a href="#">6002A Nature Type September 2018</a>
Rate Setting Statement by Program – September 2018	<a href="#">6002B Program September 2018</a>
Rate Setting Statement by Sub-Program – September 2018	<a href="#">6002C Sub Program September 2018</a>
Representation of Net Working Capital – September 2018	<a href="#">6002E September 2018</a>
Reconciliation of Net Working Capital – September 2018	<a href="#">6002F September 2018</a>
Notes on Rate Setting Statement reporting on variances of 10% or \$50,000 whichever is greater – September 2018	<a href="#">6002H September 2018</a>
Details of Budget Amendments requested – September 2018	<a href="#">6002J September 2018</a>
Summary of Rates Debtors – September 2018	<a href="#">6002L September 2018</a>
Graph Showing Rates Collections – September 2018	<a href="#">6002M September 2018</a>
Summary of General Debtors aged 90 Days Old or Greater – September 2018	<a href="#">6002 September 2018</a>
Amended 2018-2019 Fees and Charges	<a href="#">6002O 2018 2019 Amended Fees and Charges</a>

**STAKEHOLDER ENGAGEMENT**

**I. COMMUNITY**

Not applicable.

**II. OTHER AGENCIES / CONSULTANTS**

Not applicable.

**C18/6002 – STATEMENTS OF FINANCIAL ACTIVITY FOR SEPTEMBER 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:

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

(1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —

(a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);

(b) budget estimates to the end of the month to which the statement relates;

(c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;

(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 SEPTEMBER 2018 (AMREC)  
(ATTACHMENTS)****Fees and Charges****6.16. Imposition of fees and charges**

(1) *A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.  
\* Absolute majority required.*

(2) *A fee or charge may be imposed for the following —*

- (a) providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
- (b) supplying a service or carrying out work at the request of a person;*
- (c) subject to section 5.94, providing information from local government records;*
- (d) receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
- (e) supplying goods;*
- (f) such other service as may be prescribed.*

(3) *Fees and charges are to be imposed when adopting the annual budget but may be —*

- (a) imposed\* during a financial year; and*
- (b) amended\* from time to time during a financial year.*

*6.19. Local government to give notice of fees and charges If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of —*

- (a) its intention to do so; and*
- (b) the date from which it is proposed the fees or charges will be imposed.*

**FINANCIAL IMPLICATIONS****Variiances**

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

**Fees and Charges**

It is not expected that the amendments to the Fees and Charges Schedule presented in attachment [6002O 2018 2019 Amended Fees and Charges](#) will have a material impact on the City's budget. Consequently, changes to the income budgets are not proposed in this report but will be considered, if necessary, as part of the Mid Year Budget Review.

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

**ALTERNATE OPTIONS AND THEIR IMPLICATIONS****Fees and Charges**

In respect of Development Application Fees the City does have discretion to apply fees less than or up to the maximum fees indicated by the Department of Planning. The City charges the maximum fee and charging less than the maximum would result in an under recovery of the City's costs associated with assessing and approving planning applications.

**CONCLUSION**

The attached financial reports reflect a positive financial position of the City of Melville as at 30 September 2018.

The changes to the 2018-2019 Fees and Charges schedule with respect to Development Application Fees are to bring the Fees and Charges manual into line with the statutory maximum fees set by the State Government. Other changes to the 2018-2019 Fees and Charges schedule will reflect the better provision of services to the community.

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

**OFFICER RECOMMENDATION (6002)**

**NOTING**

**That the Council:**

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

<b>DESCRIPTION</b>	<b>LINK</b>
Statement of Financial Activity By Nature and Type – September 2018	<a href="#">6002A Nature Type September 2018</a>
Rate Setting Statement by Program – September 2018	<a href="#">6002B Program September 2018</a>
Rate Setting Statement by Sub-Program – September 2018	<a href="#">6002C Sub Program September 2018</a>
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Summary of General Debtors aged 90 Days Old or Greater – September 2018	<a href="#">6002 September 2018</a>
Amended 2018-2019 Fees and Charges	<a href="#">6002O 2018 2019 Amended Fees and Charges</a>

- By Absolute Majority Decision adopts the budget amendments, as detailed in the attached Budget Amendment Reports for September 2018 [6002J September 2018](#).**
- Notes the new Development Application Fees as indicated in the attached Schedule of Amended Fees and Charges [6002O 2018 2019 Amended Fees and Charges](#) and that these fees were applicable from the date of gazettal.**
- Notes that other Fees in the attached Schedule of Amended Fees and Charges [6002O 2018 2019 Amended Fees and Charges](#) will be applicable from 3 December 2018 following a public notice to be published 27 November 2018.**
- By Absolute Majority Decision, in accordance with Section 6.16 of the Local Government Act 1995, adopts the fees and charges as indicated in the attached Schedule of Amended Fees and Charges [6002O 2018 2019 Amended Fees and Charges](#).**

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**