



City of Perth

**Finance and Administration  
Committee  
Minutes**

**30 May 2017  
4.00pm**

**Committee Room 1  
Level 9  
Council House**

**APPROVED FOR RELEASE**

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**MARTIN MILEHAM  
CHIEF EXECUTIVE OFFICER**



City of Perth

**Finance and Administration Committee  
Minutes**

**30 May 2017  
4.00pm**

**Committee Room 1  
Level 9  
Council House**

Minutes to be confirmed at the next **Finance and Administration** meeting.

**THESE MINUTES ARE HEREBY CERTIFIED AS  
CONFIRMED**

**PRESIDING MEMBER'S SIGNATURE**

*F. E. Dawkins*

**DATE:** *27.6.2017*

Minutes of the **Finance and Administration** meeting of the City of Perth in Committee Room 1, Ninth Floor, Council House, 27 St Georges Terrace, Perth on Tuesday, 30 May 2017.

**Members in Attendance:**

Cr Davidson - Presiding Member  
Cr Harley  
Cr Green - Deputy Member (entered at 4.03pm)

**Officers:**

Mr Mileham - Chief Executive Officer  
Mr Mianich - Director Corporate Services  
Ms Battista - Acting Director Economic Development and Activation  
Ms Moore - Director Community and Commercial Services  
Mr Crosetta - Director Construction and Maintenance  
Mr Ridgwell - Manager Governance  
Mr Richards - Manager Finance  
Ms Price - Manager Parking Services  
Ms Hewitt - Manager Health and Activity Approvals  
Mr Ahern - Manager Waste and Cleansing  
Mr White - Chief Accountant  
Ms Ferreira - Senior Management Accountant  
Mr Holland - Senior Media Advisor  
Ms Best - Governance and Risk Officer

**Guests and Deputations:**

Two members of the media.

**Observers:**

Cr Limnios (entered the meeting at 4.02pm)

**1. Declaration of Opening**

**4.00pm** The Presiding Member declared the meeting open.

**2. Apologies and Members on Leave of Absence**

Cr Chen (Leave of Absence)

**3. Question Time for the Public**

Nil

## 4. Confirmation of Minutes – 2 May 2017

*Moved by Cr Harley, seconded by Cr Davidson*

*That the minutes of the meeting of the Finance and Administration Committee held on 2 May 2017 be confirmed as a true and correct record.*

*The motion was put and carried*

The votes were recorded as follows:

For: Crs Davidson and Harley

Against: Nil

## 5. Correspondence

Nil

## 6. Disclosures of Members' Interests

Member / Officer	Minute No.	Item Title.	Nature / Extent of Interest
Cr Harley	Item 8.7	Annual Budget 2017/18 – Draft Capital Budget	Direct – Impartiality Interest – Nature and Extent: Cr Harley declared an impartiality interest in relation to the corner of Sherwood Court and Esplanade intersection as it is included in the Capital Expenditure of the Capital Works Budget

## 7. Matters for which the Meeting may be Closed

The Presiding Member advised that in accordance with Section 5.23(2) of the *Local Government Act 1995*, should an Elected Member wish to discuss the content of the confidential attachments listed below, it is recommended that Council resolve to close the meeting to the public prior to discussion of the following:

Attachment No.	Item No. & Title	Reason
Confidential Attachment 8.12A-B	Item 8.12 – Tender 139 – 16/17 – Corporate Travel Services	S5.23(2)(e)(iii)
Confidential Attachment 8.13A-B	Item 8.13 – Tender 142 16/17 – Cleaning of City of Perth Car Parks	S5.23(2)(e)(iii)

8. Reports

**Item 8.1 Investments and Investment Returns for the Period Ended 30 April 2017**

*Moved by Cr Harley, seconded by Cr Davidson*

*That the Finance and Administration Committee receives the report detailing investments and investment returns for the period ended 30 April 2017 as detailed in Attachment 8.1A of this Report.*

*The motion was put and carried*

The votes were recorded as follows:

For: Crs Davidson and Harley

Against: Nil

Meeting Note:

4.02pm Cr Limnios entered the meeting.

**Item 8.2 Payments from Municipal and Trust Funds – April 2017**

*Moved by Cr Harley, seconded by Cr Davidson*

*That in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996, the list of payments made under delegated authority for the month ended 30 April 2017, be received and recorded in the Minutes of the Council, the summary of which is as follows:*

<i>FUND</i>	<i>PAID</i>
<i>Municipal Fund</i>	<i>\$ 12,901,508.19</i>
<i>Trust Fund</i>	<i>\$ 24,254.62</i>
<i>TOTAL:</i>	<i>\$ 12,925,762.81</i>

*The motion was put and carried*

The votes were recorded as follows:

For: Crs Davidson and Harley

Against: Nil

4.03pm Cr Green entered the meeting.

**Item 8.3 Financial Statements and Financial Activity Statement for the Period Ended 30 April 2017**

*Moved by Cr Harley, seconded by Cr Green*

*That Council approves the Financial Statements and the Financial Activity Statement for the period ended 30 April 2017, as detailed in Attachment 8.3A of this Report.*

*The motion was put and carried*

The votes were recorded as follows:

For: Crs Davidson, Green and Harley

Against: Nil

4.05pm The Senior Media Advisor entered the meeting.

**Item 8.4 Annual Budget 2017/18 – Draft Fees and Charges Schedule**

*Moved by Cr Harley, seconded by Cr Green*

*That Council receives the Draft Schedule of Fees and Charges for information prior to its inclusion in the 2017/18 Annual Budget.*

*The motion was put and carried*

The votes were recorded as follows:

For: Crs Davidson, Green and Harley

Against: Nil

**Meeting Note:** Cr Harley requested that the administration investigate the financial impact on the budget with the removal of the per square metre charge in relation to outdoor eating licences fees, indicated on page 3 of Attachment 8.4A. Cr Harley requested that this information be provided to the Elected Members prior to the Council meeting for consideration. Cr Green noted she also supports this change.

Cr Harley queried the inconsistency with the prices of printing costs between the Development Approvals and Coordination and Design Units, as well as, the fee for the digital copies as the development applications are now available on the City's website, Cr Harley requested this be removed for the next budget.

### **Item 8.5 Differential Rating – Preliminary Setting of the Annual Rates Levy for 2017/18**

*Moved by Cr Harley, seconded by Cr Green*

**That Council:**

- 1. approves the advertising of the differential rates based on the predominant purpose for which the land is held in accordance with Section 6.36(3)(b) of the Local Government Act 1995 as follows:**
  - 1.1 Commercial – 5.51929 cents in the dollar;**
  - 1.2 Hotel – 5.51929 cents in the dollar;**
  - 1.3 Office – 4.51513 cents in the dollar;**
  - 1.4 Residential – 5.69477 cents in the dollar;**
  - 1.5 Retail – 5.51929 cents in the dollar;**
  - 1.6 Vacant Land – 6.20898 cents in the dollar;**
- 2. notes the intent of increasing total rates revenue by 1.5%, comprising of only a CPI adjustment; and**
- 3. notes the increase to the minimum rate by \$10 to \$705 in each rate differential category.**

*The motion was put and carried*

The votes were recorded as follows:

**For:** Crs Davidson, Green and Harley

**Against:** Nil

**Item 8.6 Preliminary Operating Budget 2017/18**

*Moved by Cr Green, seconded by Cr Harley*

*That the Finance and Administration Committee:*

- 1. receives this progress report on the preparation of the operating budget for 2017/18; and*
- 2. notes that the 2017/18 City of Perth budget has been developed in consideration with the draft Corporate Business Plan and associated Long Term Financial, Corporate Asset Management and Workforce Plans.*

*The motion was put and carried*

The votes were recorded as follows:

For: Crs Davidson, Chen and Harley

Against: Nil

**Item 8.7 Annual Budget 2017/18 – Draft Capital Budget**

*Moved by Cr Harley, seconded by Cr Green*

*That the Finance and Administration Committee Council receives the Draft Capital Budget for information prior to its inclusion in the 2017/18 Annual Budget after any final adjustments.*

*The motion was put and carried*

The votes were recorded as follows:

For: Crs Davidson, Green and Harley

Against: Nil

**Meeting note:** Cr Harley queried whether the information in relation to the Public Art indicated in Attachment 8.7A could be provided. The Director Economic Development and Activation advised that this information will be provided.



**Item 8.8 Waste Management Service Fees 2017/2018**

*Moved by Cr Harley, seconded by Cr Green*

*That Council:*

- 1. receives the Waste Management Fees as listed in Table 2 and as outlined in the report titled, "Waste Management Service Fees 2017/ 2018"; and*
- 2. receives the Waste Management Fees for inclusion in the 2017/18 Budget Schedule of Fees and Charges.*

*The motion was put and carried*

The votes were recorded as follows:

**For:** Crs Davidson, Green and Harley

**Against:** Nil

**Meeting Note:** Cr Harley queried whether the City could look at incentivising more recycling and less waste within the city. The Chief Executive Officer advised that this is and will continue to be considered.

**Item 8.9 City of Perth Code of Conduct Review**

*Moved by Cr Green, seconded by Cr Harley*

*That Council:*

- 1. adopts the amended Council Policy 10.1 – Code of Conduct as detailed in Attachment 8.9B; and*
- 2. approves the implementation date of 1 July 2017.*

*The motion was put and carried*

The votes were recorded as follows:

**For:** Crs Davidson, Green and Harley

**Against:** Nil

**Item 8.10 Amended Council Policy 1.9 – Media Policy – Media Statements and Press Releases**

*Moved by Cr Harley, seconded by Cr Green*

*That Council adopts amended Council Policy 1.9 – “Media Policy – Media Statements and Press Releases” as detailed in Attachment 8.10A.*

*The motion was put and carried*

The votes were recorded as follows:

**For:** Crs Green and Harley

**Against:** Cr Davidson

**Meeting Note:** Cr Harley queried the request raised by Cr Green in relation to writing to the Department of Local Government and Communities (DLGC) for advice on the Media Policy and whether they provided the City with a response. The Manager Governance advised that the advice was received and the DLGC confirmed the intended changes to the Policy. Cr Green requested whether the correspondence could be provided. The Manager Governance advised that he will confirm with DLGC for the release of the letter and correspondence.

**4.51pm** Cr Limnios and the Senior Media Advisor departed the meeting and did not return.

**Item 8.11 Adoption of Integrated Planning Documents**

*Moved by Cr Harley, seconded by Cr Green*

*That Council adopt, BY AN ABSOLUTE MAJORITY, the City’s Corporate Business Plan, Long Term Financial Plan and Corporate Asset Management Plan.*

*The motion was put and carried*

The votes were recorded as follows:

**For:** Crs Davidson, Green and Harley

**Against:** Nil

**Item 8.12 Tender 139 – 16/17 – Corporate Travel Services**

*Moved by Cr Harley, seconded by Cr Green*

*That Council accepts the tender submitted by Allnation Pty Ltd (trading as Globetrotter Corporate Travel) for the provision of Corporate Travel Services (Tender 139 – 16/17) for a period of three years with an option to extend for a further two years commencing from 1 July 2017, including the service fees as detailed in Confidential Attachment 8.12B.*

*The motion was put and carried*

The votes were recorded as follows:

For: Crs Davidson, Green and Harley

Against: Nil

**Item 8.13 Tender 142 16/17 – Cleaning of City of Perth Car Parks**

*Moved by Cr Green, seconded by Cr Harley*

*That Council accepts the most suitable tender, being that submitted by G.J. & K Cleaning Services Pty Ltd for the Cleaning of City of Perth Car Parks (Tender 142 16/17) for a period of three (3) years with an option to extend for a further period of two (2) years as per the Schedule of Rates detailed in Attachment 8.13C including CPI increases.*

*The motion was put and carried*

The votes were recorded as follows:

For: Crs Davidson, Green and Harley

Against: Nil

**Meeting note:** Cr Harley queried whether the directors of the companies for this proposed Tender can be provided prior to consideration at the Council meeting to be held on 9 June 2017, to avoid any potential conflict of interest. The Director Community and Commercial Services advised that this information will be provided.

**9. Motions of which previous notice has been given**

Nil

**10. General Business**

10.1 Responses to General Business from a Previous Meeting

Nil

10.2 New General Business

***Moved by Cr Green, seconded by Cr Harley***

'That the Chief Executive Officer presents a report to Council which explores the opportunities to increase the availability of motorcycle parking in the City of Perth including the possibility of parking on certain areas's of the City's footpaths, as exists in the City of Melbourne. That this report comes to Council within 60 days.'

***The motion was put and carried*****The votes were recorded as follows:****For: Crs Green and Harley****Against: Cr Davidson*****Moved by Cr Green, seconded by Cr Harley***

'That the administration presents a report for consideration of the Finance and Administration Committee and subsequently Council in relation to creating policies that regulate the use of plastic bags within the City of Perth's geographical boundaries, that aligns with similar legislation changes and initiatives in other States and Territories.

The report is to outline any impacts this initiative would have on traders and relevant policy implications, and what other options are available for retailers and operators within the city as an alternative to disposable/plastic bags.'

***The motion was put and carried*****The votes were recorded as follows:****For: Crs Green and Harley****Against: Cr Davidson**

**1. Wildflower Initiative**

Cr Harley queried whether the City would look into supporting the Wildflower Initiative, promoting native plants throughout the city, Sharni Howe is the landscape architect for this initiative. The Chief Executive Officer responded that this would be taken on notice.

**2. Land Use and Employment Survey**

Cr Harley queried whether the City would consider implementing a bi-annual city survey of hospitality retailers. Cr Harley advised that this would be similar to what the City of Melbourne do in the case of a census of land use and employment. Cr Harley advised it would be beneficial to have some statistics around how many cafes there were in the city from one year compared to previous with an estimated annual turnover. Cr Harley advised that this would be an opportunity to support those businesses and requested whether a response could be provided on opportunities in this area.

The Chief Executive Officer advise that the State Government has done previous research in this area which could be further explored and that the administration could report back at a subsequent meeting in relation to the progress.

**11. Items for consideration at a future meeting**

Outstanding Items:

The item below has been provided in the Finance and Administration Committee agenda and can therefore be removed from the outstanding items.

- Council Policy 1.9 – Public Relations Policy – Media Statements and Press Releases (raised at FA 04/10/16, updated FA 06/12/16 and FA 07/03/17).

An update to the items below has been provided to Elected Members by way of Memorandums and can therefore be removed from the outstanding items:

- Review of Public Art Policies (raised at FA 02/05/17).
- UWA Parking Precinct Management (raised at WKS28/03/17, transferred to Finance and Administration Committee at WKS26/04/17).

This item below has been provided in the Planning Committee on 30 May 2017 and can therefore be removed from the outstanding items.

- Audit of commercial buildings that are vacant / in disrepair (raised at Council 30/08/16, updated FA02/05/17).

The following items are currently being investigated and actioned by Officers. Information will be provided to Elected Members when available.

- Bicycles available in City car parks (raised at FA 02/05/17).

Outstanding Reports:

- Council Policy 10.6 – Elected Member Expense Reimbursements (raised at FA 04/10/16, updated 06/12/17).

- Air and land rights available to City of Perth for potential creation of affordable housing (raised at Council 30/08/16, updated FA 06/12/16 and FA 02/05/17).

**12. Closure**

**5.03pm** The Presiding Member declared the meeting closed.