



CITY of PERTH

Lord Mayor and Councillors,

NOTICE IS HEREBY GIVEN that the next meeting of the **Finance and Administration Committee** will be held in Committee Room 1, Ninth Floor, Council House, 27 St Georges Terrace, Perth on **Tuesday, 4 October 2016 at 4.00pm.**

Yours faithfully

**MARTIN MILEHAM
CHIEF EXECUTIVE OFFICER**

29 September 2016

Committee Members (appointed 22 October 2015):

Members:

Cr Davidson OAM JP (Presiding
Member)
Cr Chen
Cr Harley

1st Deputy:

Cr Green

2nd Deputy:

Cr Yong

Please convey apologies to Governance on 9461 3250
or email governance@cityofperth.wa.gov.au

EMERGENCY GUIDE

Council House, 27 St Georges Terrace, Perth



CITY of PERTH

The City of Perth values the health and safety of its employees, tenants, contractors and visitors. The guide is designed for all occupants to be aware of the emergency procedures in place to help make an evacuation of the building safe and easy.

BUILDING ALARMS

Alert Alarm and Evacuation Alarm.

ALERT ALARM

beep beep beep

All Wardens to respond.

Other staff and visitors should remain where they are.

EVACUATION ALARM/PROCEDURES

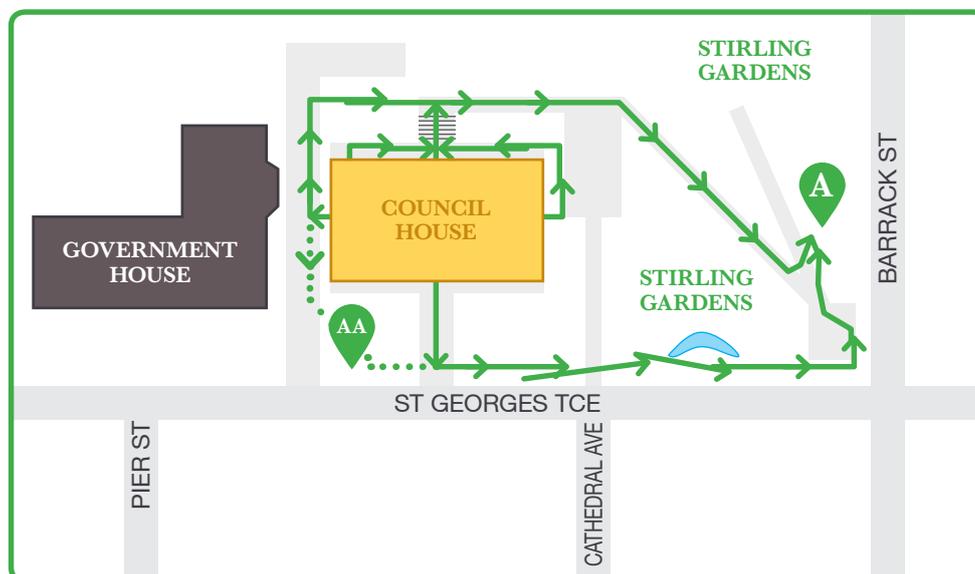
whoop whoop whoop

On hearing the Evacuation Alarm or on being instructed to evacuate:

1. Move to the floor assembly area as directed by your Warden.
2. People with impaired mobility (those who cannot use the stairs unaided) should report to the Floor Warden who will arrange for their safe evacuation.
3. When instructed to evacuate leave by the emergency exits. **Do not use the lifts.**
4. Remain calm. Move quietly and calmly to the assembly area in **Stirling Gardens** as shown on the map below. Visitors must remain in the company of City of Perth staff members at all times.
5. After hours, evacuate by the nearest emergency exit. **Do not use the lifts.**



EVACUATION ASSEMBLY AREA



Assembly Area

Alternate Assembly Area

FINANCE AND ADMINISTRATION COMMITTEE

Established: 17 May 2005 (Members appointed 22 October 2015)

Members:	1st Deputy:	2nd Deputy:
Cr Davidson OAM JP (Presiding Member)	Cr Green	Cr Yong
Cr Chen		
Cr Harley		

Quorum: Two
Expiry: October 2017

TERMS OF REFERENCE: [Adopted OCM 24/11/15]

1. To oversee and make recommendations to the Council on matters related to:
 - a. the financial management of the City including budgeting, payment of accounts, collection of debts, investment of funds and write-offs;
 - b. strategic and annual plans;
 - c. management of local government property including issues relating to the City's civic buildings (Council House, Perth Town Hall, Perth Concert Hall and the City of Perth Library);
 - d. business opportunities and proposals, including those related to parking, having the potential to achieve new income or savings for the City, which may have been initiated by other Committees of the Council;
 - e. fees and charges levied by the City in accordance with Sections 6.16 or 6.32 of the Local Government Act 1995;
 - f. Elected Members, including protocols and procedures, benefits and allowances;
 - g. Council's policies, local laws and Register of Delegations;
 - h. the management and enforcement of permanent and temporary on-street parking proposals or restrictions and any associated fees or signage;
 - i. any other matters requiring a decision of the Council and not specifically defined in the Terms of Reference for any other Committee of the Council or where the substantive Committee is unable to be convened and a decision is necessary to fulfil operational requirements.

(Cont'd)

NOTE:

Delegated Authority 1.1.1 – Finance and Administration Committee provides authority for the Committee to:

1. Approve or decline requests for receptions of up to \$5,000 in value referred to the Committee by the Lord Mayor [FM Reg.12(1)(b)].
2. Purchase artworks worth over \$5,000 and the deaccession of artworks [FM Reg.12(1)(b) and s.3.58(2) and (3)].
3. Determine matters assigned by delegated authority to the Marketing, Sponsorship and International Engagement Committee and the Audit and Risk Committee, only where the respective Committee is unable to be convened and a decision is necessary to fulfil operational requirements.

This meeting is open to members of the public.

INFORMATION FOR THE PUBLIC ATTENDING COMMITTEE MEETINGS

Question Time for the Public

- An opportunity is available at all Committee meetings open to members of the public to ask a question about any issue relating to the City. This time is available only for asking questions and not for making statements. Complex questions requiring research should be submitted as early as possible in order to allow the City sufficient time to prepare a response.
- The Presiding Person may nominate a Member or officer to answer the question, and may also determine that any complex question requiring research be answered in writing. No debate or discussion is allowed to take place on any question or answer.
- To ask a question please write it on the white Question Sheet provided at the entrance to the Council Chamber and hand it to a staff member at least an hour before the meeting begins. Alternatively, questions can be forwarded to the City of Perth prior to the meeting, by:-
 - Letter: Addressed to GPO Box C120, Perth, 6839;
 - Email: governance@cityofperth.wa.gov.au.
- *Question Sheets are also available on the City's web site: www.perth.wa.gov.au.*

Deputations

A deputation wishing to be received by a Committee is to apply in writing to the CEO who will forward the written request to the Presiding Member. The Presiding Member may either approve the request or may instruct the CEO to refer the request to the Committee to decide whether or not to receive the deputation. If the Presiding Member approves the request, the CEO will invite the deputation to attend the meeting.

Please refer to the 'Deputation to Committee' form provided at the entrance to the Council Chamber for further information on the procedures for deputations. These forms are also available on the City's web site: www.perth.wa.gov.au.

Disclaimer

Members of the public should note that in any discussion regarding any planning or other application that any statement or intimation of approval made by any Member or officer of the City during the course of any meeting is not intended to be and is not to be taken as notice of approval from the City. No action should be taken on any item discussed at a Committee meeting prior to written advice on the resolution of the Council being received.

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**FINANCE AND ADMINISTRATION COMMITTEE
4 OCTOBER 2016**

ORDER OF BUSINESS

- 1. Declaration of Opening**
- 2. Apologies and Members on Leave of Absence**
- 3. Question Time for the Public**
- 4. Confirmation of Minutes – 23 August 2016**
- 5. Correspondence**
- 6. Disclosure of Members' Interests**
- 7. Matters for which the Meeting may be Closed**
- 8. Reports**
- 9. Motions of which Previous Notice has been Given**
- 10. General Business**
 - 10.1 Responses to General Business from a Previous Meeting**

Nil
 - 10.2 New General Business**
- 11. Items for Consideration at a Future Meeting**

Outstanding Reports:

 - **Council Dining Room (raised FA30/09/14, updated 21/04/15 and 23/08/16)**

(Cont'd)

- **Council Policy 1.9 – Public Relations (raised FA21/06/16, updated 12/07/16)**
- **Standing Orders Local Law Review (raised FA21/06/16, updated 23/08/16)**

12. Closure

INDEX OF REPORTS

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ITEM NO: 1

INVESTMENTS AND INVESTMENT RETURNS FOR THE PERIOD ENDED 31 AUGUST 2016

RECOMMENDATION:

(INFORMATION)

That the Finance and Administration Committee receives the report detailing investments and investment returns for the period ended 31 August 2016, as detailed in Schedule 1.

BACKGROUND:

FILE REFERENCE: P1032980-3
REPORTING UNIT: Finance
RESPONSIBLE DIRECTORATE: Corporate Services
DATE: 14 September 2016
MAP / SCHEDULE: Schedule 1 – Investment Report for the period ended 31 August 2016 and Short Term Investments

Investments are made in accordance with Policy 9.3 – Management of Investments. The policy sets objectives and risk management guidelines for investing surplus and reserve funds not immediately required for any other purpose.

This report reviews the results for the month of August 2016.

LEGISLATION / STRATEGIC PLAN / POLICY:

Legislation Section 6.14 of the *Local Government Act 1995*
Regulation 19C of the *Local Government (Financial Management) Regulations 1996*

Integrated Planning and Reporting Framework Implications **Strategic Community Plan**
Council Four Year Priorities: Capable and Responsive Organisation
S18 Strengthen the capacity of the organisation

Policy

Policy No and Name: 9.3 – Management of Investments

DETAILS:

	Actual	Budget	Variation
	\$	\$	\$
Interest Earnings	269,740	367,052	(97,312)

Average Rate	1.77%
Benchmark Rate	2.01%
RBA Cash Rate	1.50%

*Figures exclude interest on rate arrears.

Call Accounts

Balance at 31 August 2016	\$18.8 million
Interest Earned	\$40,380
Rate for balances over \$2 million	1.75%

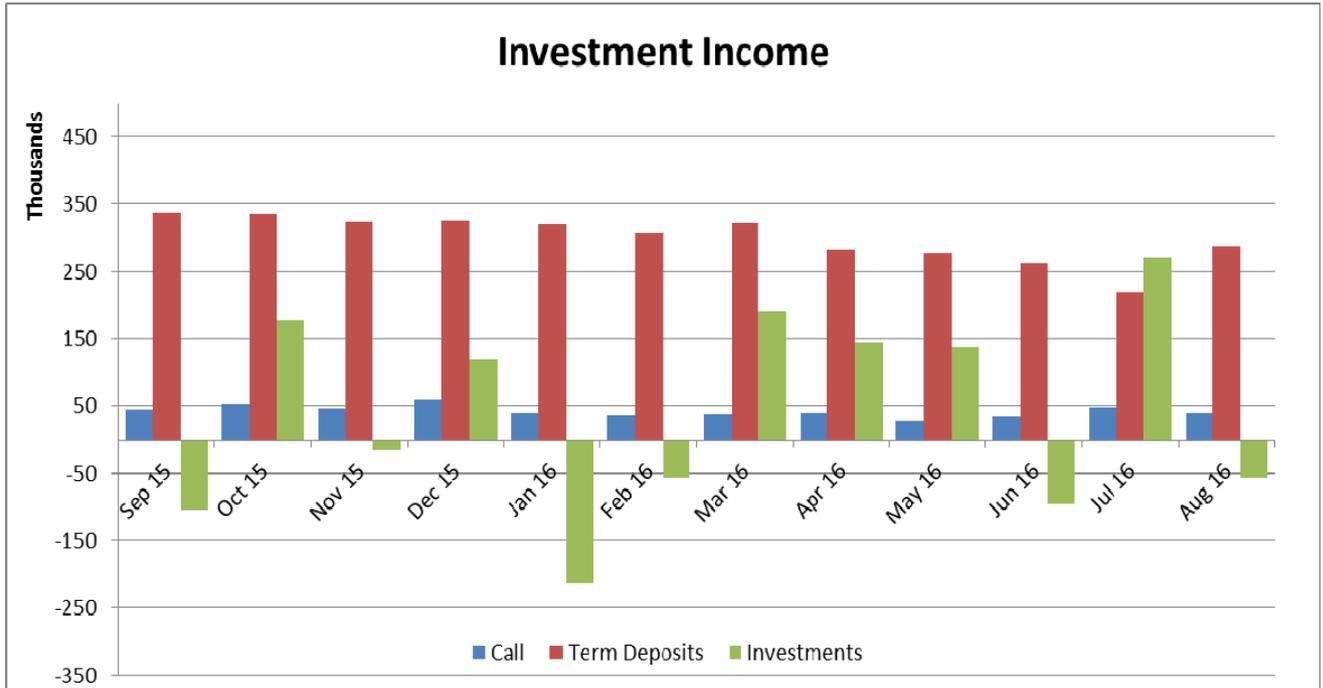
Term Deposits

Balance at 31 August 2016	\$150.6 million
Interest Earned	\$287,032
Average Rate (Municipal funds)	2.77%
Most Recent Rate (Municipal funds)	2.75%

Other Investments

	Interest Earned	Interest Rate
	\$	%
Emerald Mortgage Backed Security	10,172	2.65
Colonial Share Index Balanced Fund	(67,844)	N/A

The ASX 200 closed at 5,433 at the end of August 2016, which is a fall of 2.3% for the month. This was reflected in the performance of the Colonial Share Index balanced fund that produced a negative return of \$67,844 for the month.



Spread of Investments

The City’s exposure to investment institutions is as follows:

Institution	Credit Rating	Percentage	Percentage Allowed
ANZ	A1+	7%	100%
Bankwest	A1+	10%	
NAB	A1+	27%	
AMP	A1	6%	
Suncorp Metway	A1	13%	
		63%	
Bank of Queensland	A2	33%	60%
Barclays	NR	2%	10%
Colonial	NR	2%	
		4%	

FINANCIAL IMPLICATIONS:

Reported investment earnings (excluding interest on rates arrears) at \$269,740 after Trust Account adjustments, were \$97,312 below budget in August 2016.

COMMENTS

The City continues to adhere to its policy of obtaining the best returns commensurate with risk and the constraints imposed by the State Government regulations.

SCHEDULE 1

INVESTMENT REPORT	Market Value	Market Value	Cost & Impairment	% of	Interest Earned	Weighted Average Monthly	Interest Earned	
31-Aug-16	31-Jul-16	31-Aug-16	31-Aug-16	Class	Aug	Rate	YTD	
Municipal								
Short term Direct Investments								
Call	\$29,792,036	\$14,993,117	\$14,993,117	8.7%	\$34,224	1.93%	\$75,072	
Term Deposits	\$14,000,000	\$82,500,000	\$82,500,000	47.9%	\$123,406	2.77%	\$147,901	
Short	\$43,792,036	\$97,493,117	\$97,493,117		\$157,630	2.59%	\$222,973	
Total Municipal - Cash Back Securities	\$43,792,036	\$97,493,117	\$97,493,117		\$157,630	2.59%	\$222,973	
Total Municipal Investments	\$43,792,036	\$97,493,117	\$97,493,117		\$157,630	2.59%	\$222,973	
Reserves								
Short term Direct Investments								
Call	\$3,216,370	\$2,516,630	\$2,516,630	1.5%	\$4,238	1.75%	\$8,832	
Term Deposits	\$57,500,000	\$62,000,000	\$62,000,000	36.0%	\$149,019	2.97%	\$328,251	
Total	\$60,716,370	\$64,516,630	\$64,516,630		\$153,257	2.94%	\$337,082	
Floating Rate Notes/ CLNs								
WPAC- Sub Debt -FRN	\$0	\$0	\$0	0.0%	\$0	0.00%	\$0	
Total	\$0	\$0	\$0		\$0	0.00%	\$0	
Medium term Direct Investments								
Barclays - Emerald -MBS	2,736,660	2,736,660	\$2,734,885	1.6%	\$10,172	2.65%	\$20,953	
Total	\$2,736,660	\$2,736,660	\$2,734,885		\$10,172	2.65%	\$20,953	
Total Reserve - Cash Back Securities	\$63,453,030	\$67,253,290	\$67,251,515		\$163,429	2.92%	\$358,035	
Balanced Funds								
Colonial Share Index	\$4,397,503	\$4,329,820	\$4,329,820	100%	-\$67,844	-16.47%	\$191,508	
Total	\$4,397,503	\$4,329,820	\$4,329,820		-\$67,844	-16.47%	\$191,508	
Total Reserve Investments	\$67,850,533	\$71,583,110	\$71,581,335		\$95,585	-16.47%	\$549,543	
Trust								
Short term Direct Investments								
Call	\$1,330,943	\$1,293,121	\$1,293,121	0.8%	\$1,918	1.84%	\$3,876	
Term Deposits	\$6,078,273	\$6,080,588	\$6,080,588	3.5%	\$14,607	2.86%	\$29,850	
Total	\$7,409,216	\$7,373,709	\$7,373,709		\$16,525	2.74%	\$33,726	
Total Trust - Cash Back Securities	\$7,409,216	\$7,373,709	\$7,373,709		\$16,525	2.74%	\$33,726	
Total Investments-Cash Back Securities	\$114,654,282	\$172,120,116	\$172,118,341		\$337,584	2.76%	\$614,733	
Grand Total Investments	\$119,051,786	\$176,449,936	\$176,448,161		\$269,740	1.77%	\$806,241	

INVESTMENT RATES:
CASH RATE
1.50%
BENCHMARK
2.01%
AVERAGE excl.Trust
1.73%

31-Aug-16**INSTITUTION AND CREDIT RATING**

INSTITUTION	AMOUNT	PERCENTAGE	CREDIT RATING	MAX AMOUNT
ANZ	11,946,712.99	7%	A1+	OK
AMP	10,132,331.74	6%	A1	OK
ING	-	0%	A2	OK
BOQLD	58,000,000.00	33%	A2	OK
BANKWEST	17,223,823.69	10%	A1+	OK
BARCLAYS	2,734,885.19	2%	NR	OK
C B A	-	0%	A1+	OK
BENDIGO	-	0%	A2	OK
MACQUARIE	0.00	0%	A1	OK
MEQUITY	0.00	0%	A2	OK
NAB	49,080,587.66	28%	A1+	OK
ST GEORGE	-	0%	A1+	OK
SUNCORP METWAY	23,000,000.00	13%	A1	OK
WESTPAC	-	0%	A1+	OK
COLONIAL	4,329,819.67	2%	NR	OK
TOTAL	176,448,160.94	100%		

GLOBAL CREDIT EXPOSURE

INSTITUTION	AMOUNT	PERCENTAGE	MAX ALLOWED
A1+, A1, AA	111,383,456.08	63%	100%
A2	58,000,000.00	33%	60%
A3 and Unrated	7,064,704.86	4%	10%
TOTAL	176,448,160.94	100%	

A1+	45%	INDIVIDUAL ADI EXPOSURE ALLOWED
A1	45%	
A2	40%	
A3	10%	
AAA	45%	
AA	45%	
Unrated	10%	

CITY OF PERTH - SHORT TERM INVESTMENTS (Excluding Call) AS AT 31 AUGUST 2016

FUND	INSTITUTION	TYPE	AMOUNT	RATE	LODGED	MATURITY	Total Investment Days	TOTAL INTEREST individual outstanding investment
MUNICIPAL	BANKWEST	Short Term Direct Investments TERM DEPOSITS	\$ 5,000,000.00	2.75%	26/07/2016	30/09/2016	66	\$ 24,863.01
MUNICIPAL	BANKWEST	Short Term Direct Investments TERM DEPOSITS	\$ 5,000,000.00	2.60%	9/08/2016	13/10/2016	65	\$ 23,150.68
MUNICIPAL	BANKWEST	Short Term Direct Investments TERM DEPOSITS	\$ 3,000,000.00	2.55%	10/08/2016	31/10/2016	82	\$ 17,186.30
MUNICIPAL	BANKWEST	Short Term Direct Investments TERM DEPOSITS	\$ 2,500,000.00	2.75%	31/08/2016	28/02/2017	181	\$ 34,092.47
MUNICIPAL	BQLD	Short Term Direct Investments TERM DEPOSITS	\$ 5,000,000.00	2.80%	9/08/2016	31/01/2017	175	\$ 67,123.29
MUNICIPAL	BQLD	Short Term Direct Investments TERM DEPOSITS	\$ 5,000,000.00	2.80%	11/08/2016	16/02/2017	189	\$ 72,493.15
MUNICIPAL	BQLD	Short Term Direct Investments TERM DEPOSITS	\$ 5,000,000.00	2.78%	12/08/2016	28/02/2017	200	\$ 76,164.38
MUNICIPAL	BQLD	Short Term Direct Investments TERM DEPOSITS	\$ 3,000,000.00	2.75%	16/08/2016	16/03/2017	212	\$ 47,917.81
MUNICIPAL	BQLD	Short Term Direct Investments TERM DEPOSITS	\$ 3,000,000.00	2.80%	17/08/2016	23/02/2017	190	\$ 43,726.03
MUNICIPAL	BQLD	Short Term Direct Investments TERM DEPOSITS	\$ 5,000,000.00	2.80%	17/08/2016	31/03/2017	226	\$ 86,684.93
MUNICIPAL	BQLD	Short Term Direct Investments TERM DEPOSITS	\$ 3,000,000.00	2.50%	25/08/2016	15/12/2016	112	\$ 23,013.70
MUNICIPAL	BQLD	Short Term Direct Investments TERM DEPOSITS	\$ 9,000,000.00	2.75%	25/08/2016	16/03/2017	203	\$ 137,650.68
MUNICIPAL	BQLD	Short Term Direct Investments TERM DEPOSITS	\$ 3,000,000.00	2.70%	25/08/2016	28/04/2017	246	\$ 54,591.78
MUNICIPAL	BQLD	Short Term Direct Investments TERM DEPOSITS	\$ 3,000,000.00	2.75%	29/08/2016	23/02/2017	178	\$ 40,232.88
MUNICIPAL	NAB	Short Term Direct Investments TERM DEPOSITS	\$ 4,000,000.00	3.00%	19/05/2016	17/11/2016	182	\$ 59,835.62
MUNICIPAL	NAB	Short Term Direct Investments TERM DEPOSITS	\$ 5,000,000.00	2.78%	9/08/2016	30/11/2016	113	\$ 43,032.88
MUNICIPAL	NAB	Short Term Direct Investments TERM DEPOSITS	\$ 5,000,000.00	2.80%	9/08/2016	15/12/2016	128	\$ 49,095.89
MUNICIPAL	NAB	Short Term Direct Investments TERM DEPOSITS	\$ 5,000,000.00	2.80%	9/08/2016	30/12/2016	143	\$ 54,849.32
MUNICIPAL	NAB	Short Term Direct Investments TERM DEPOSITS	\$ 4,000,000.00	2.80%	9/08/2016	12/01/2017	156	\$ 47,868.49
			\$ 82,500,000.00					
RESERVES	AMP	Short Term Direct Investments TERM DEPOSITS	\$ 5,000,000.00	3.05%	11/07/2016	5/01/2017	178	\$ 74,369.86
RESERVES	BANKWEST	Short Term Direct Investments TERM DEPOSITS	\$ 2,500,000.00	2.60%	16/08/2016	20/10/2016	65	\$ 11,575.34
RESERVES	BQLD	Short Term Direct Investments TERM DEPOSITS	\$ 5,000,000.00	3.00%	19/05/2016	17/11/2016	182	\$ 74,794.52
RESERVES	BQLD	Short Term Direct Investments TERM DEPOSITS	\$ 4,500,000.00	3.03%	16/06/2016	12/01/2017	210	\$ 78,447.95
RESERVES	BQLD	Short Term Direct Investments TERM DEPOSITS	\$ 2,000,000.00	2.75%	16/08/2016	16/03/2017	212	\$ 31,945.21
RESERVES	NAB	Short Term Direct Investments TERM DEPOSITS	\$ 2,500,000.00	2.96%	26/05/2016	24/11/2016	182	\$ 36,898.63
RESERVES	NAB	Short Term Direct Investments TERM DEPOSITS	\$ 1,000,000.00	2.97%	16/06/2016	15/12/2016	182	\$ 14,809.32
RESERVES	NAB	Short Term Direct Investments TERM DEPOSITS	\$ 2,000,000.00	2.98%	23/06/2016	22/12/2016	182	\$ 29,718.36
RESERVES	NAB	Short Term Direct Investments TERM DEPOSITS	\$ 2,500,000.00	2.95%	30/06/2016	5/01/2017	189	\$ 38,188.36
RESERVES	NAB	Short Term Direct Investments TERM DEPOSITS	\$ 4,000,000.00	2.95%	7/07/2016	12/01/2017	189	\$ 61,101.37
RESERVES	NAB	Short Term Direct Investments TERM DEPOSITS	\$ 5,000,000.00	2.86%	29/07/2016	23/02/2017	209	\$ 81,882.19
RESERVES	NAB	Short Term Direct Investments TERM DEPOSITS	\$ 3,000,000.00	2.80%	4/08/2016	1/12/2016	119	\$ 27,386.30
RESERVES	SUNCORP	Short Term Direct Investments TERM DEPOSITS	\$ 7,000,000.00	3.05%	3/06/2016	8/12/2016	188	\$ 109,967.12
RESERVES	SUNCORP	Short Term Direct Investments TERM DEPOSITS	\$ 5,000,000.00	3.01%	9/06/2016	8/12/2016	182	\$ 75,043.84
RESERVES	SUNCORP	Short Term Direct Investments TERM DEPOSITS	\$ 8,000,000.00	3.03%	9/06/2016	5/01/2017	210	\$ 139,463.01
RESERVES	SUNCORP	Short Term Direct Investments TERM DEPOSITS	\$ 3,000,000.00	2.98%	30/06/2016	5/01/2017	189	\$ 46,292.05
			\$ 62,000,000.00					
ROD EVANS	NAB	Short Term Direct Investments TERM DEPOSITS	\$ 316,998.76	2.66%	18/08/2016	17/11/2016	91	\$ 2,102.27
TRUST	NAB	Short Term Direct Investments TERM DEPOSITS	\$ 763,588.90	2.92%	9/06/2016	8/09/2016	91	\$ 5,558.93
TRUST	NAB	Short Term Direct Investments TERM DEPOSITS	\$ 2,000,000.00	2.90%	21/07/2016	19/01/2017	182	\$ 28,920.55
TRUST	NAB	Short Term Direct Investments TERM DEPOSITS	\$ 2,000,000.00	2.86%	28/07/2016	23/02/2017	210	\$ 32,909.59
TRUST	NAB	Short Term Direct Investments TERM DEPOSITS	\$ 1,000,000.00	2.66%	18/08/2016	17/11/2016	91	\$ 6,631.78
			\$ 6,080,587.66					
TOTAL investments			\$ 150,580,587.66					\$ 2,011,579.82

ITEM NO: 2

PAYMENTS FROM MUNICIPAL AND TRUST FUNDS – AUGUST 2016

RECOMMENDATION:

(APPROVAL)

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 31 August 2016, be received and recorded in the Minutes of the Council, the summary of which is as follows:

FUND	PAID
Municipal Fund	\$ 11,504,293.20
Trust Fund	\$ 125,502.26
TOTAL:	\$ 11,629,795.46

BACKGROUND:

FILE REFERENCE: P1032265-47
REPORTING UNIT: Finance
RESPONSIBLE DIRECTORATE: Corporate Services
DATE: 1 September 2016
MAP / SCHEDULE: TRIM 159211/16 (Summary available on the Elected Members Portal)

LEGISLATION / STRATEGIC PLAN / POLICY:

Legislation	Regulation 13(1) of the <i>Local Government (Financial Management) Regulations 1996</i>
Integrated Planning and Reporting Framework Implications	Strategic Community Plan Council Four Year Priorities: Capable and Responsive Organisation S18 Strengthen the capacity of the organisation

COMMENTS:

Payments for the month of August 2016 included the following significant items:

- \$1,797,496 to the Deputy Commissioner of Taxation for three payroll PAYG payments.
- \$466,806 to Australian Super, \$287,327 to Mercer (Australia) Pty Ltd and \$202,980 to WA Local Government Super Plan for two payroll superannuation payments.
- \$203,877 to Blue Collar People for contract labour hire.
- \$195,568 to Electricity Generation and Retail Corporation for electricity consumption at various locations across the City.

ITEM NO: 3

FINANCIAL STATEMENTS AND FINANCIAL ACTIVITY STATEMENT FOR THE PERIOD ENDED 31 AUGUST 2016

RECOMMENDATION: (APPROVAL)

That Council approves the Financial Statements and the Financial Activity Statement for the period ended 31 August 2016 as detailed in Schedule 2.

BACKGROUND:

FILE REFERENCE: P1014149-25
REPORTING UNIT: Finance
RESPONSIBLE DIRECTORATE: Corporate Services
DATE: 22 September 2016
MAP / SCHEDULE: Schedule 2 – Financial Statements and Financial Activity Statement for the period ended 31 August 2016

LEGISLATION / STRATEGIC PLAN / POLICY:

Legislation	Section 6.4(1) and (2) of the <i>Local Government Act 1995</i> Regulation 34(1) of the <i>Local Government (Financial Management) Regulations 1996</i>
Integrated Planning and Reporting Framework Implications	Strategic Community Plan Council Four Year Priorities: Capable and Responsive Organisation S18 Strengthen the capacity of the organisation

DETAILS:

The Financial Activity Statement is presented together with a commentary on variances from the revised budget.

FINANCIAL IMPLICATIONS:

There are no direct financial implications arising from this report.

COMMENTS:

The Financial Activity Statement commentary compares the actual results for the two months to 31 August 2016 with the Annual Budget 2016/17 approved by Council at its meeting held on **28 June 2016** and budget adjustments adopted by Council at its meeting held on **30 August 2016**.

SCHEDULE 2
FINANCIAL ACTIVITY STATEMENT FOR THE TWO MONTHS TO
31 AUGUST 2016

REPORT OF VARIANCES TO BUDGET

This report compares the actual performance for the two months to 31 August 2016 compared to the approved 2016/17 Budget

Operating Revenue

- Parking revenue was \$(694,000) below budget. The variance consisted of \$(738,000) for Undercover Car Parks, \$(13,000) for Open Air Car Parks, partly offset by a positive variance of \$57,000 for Kerbside Parking.

The main variances for Undercover Car Parks were His Majesty's \$(155,000), Roe Street \$(101,000) and Alexander Library \$(91,000) below the budget. Patronage remained much lower than originally estimated; mainly as a result of high office vacancy rates in the City.

- Fines and Costs were lower than budget by \$(280,000) predominantly due to parking fines. Fewer parking bays were available owing to ongoing construction activity or reservation for events within the City.
- Investment income was above budget by \$75,000. This was mostly due to the performance of the Colonial Share Index fund. The performance of this fund is directly linked to the performance of the ASX 200 which has increased over the past two months.
- Rubbish collection yielded \$663,000 more than expected compared to the original budget. The majority of this variance relates to rubbish charges raised for residents formerly of the City of Subiaco. With the City of Perth Act coming into effect from 1 July 2016, a report will be presented to Council to adjust the budget 2016/17 for major income and expenditure items and any necessary capital works.
- Recurrent Grants were below budget by \$(411,000). During the first two months of the year \$185,000 was collected mainly for Government funding grants. This is a timing variance only.
- Other Income was \$(192,000) below budget. The main areas that make up this variance consist of Outdoor Eating Area Licence Fees \$(51,000) and Food Premises Inspection fees of \$(37,000) and Activity Approvals fees of \$(44,000).

Operating Expenditure

- Employee costs ended the month on \$861,000 below budget mainly due to vacant positions in the approved Workforce Plan.

**FINANCIAL ACTIVITY STATEMENT FOR THE TWO MONTHS TO
31 AUGUST 2016**

REPORT OF VARIANCES TO BUDGET

- Materials and Contracts were \$2,732,000 below budget at the end of August. The variance included infrastructure maintenance which was lower than budget by \$426,000 mainly consisting of the River Wall \$178,000 and Footpaths \$104,000. Property maintenance was also lower than budget by \$386,000 mostly due to Council House \$141,000, Pedestrian walkways \$34,000 and the Library \$34,000.

Furthermore the following accounts were also lower than budget: Consultancy \$401,000, Subscription and Membership \$119,000 and Advertising \$298,000. Smaller variances were spread generally throughout the organisation.

- Utilities were below budget by \$120,000 mainly due to lower than expected spend on power.
- Depreciation was \$90,000 under budget. Depreciation is dependent on the timing of capitalisation of completed works and purchases of assets. July and August depreciation was based on estimates as the financial year end process for June 2016 is still being completed. It is expected that actuals will align closely to budget when capitalisation of prior year projects are completed.
- Loss on disposal of assets was \$233,000 below budget, as there were few asset sales during the first two months of the financial year.
- Other Expenditure was \$875,000 below budget at the end of the month. This was mainly due to the timing of Donations and Sponsorships.

Investing Activities

- Capital Grants were \$(846,000) behind budget mainly due to slower than anticipated delivery of capital projects.
- Capital expenditure was significantly lower than budget by \$5.9 million. The program of project works has progressed slower than anticipated resulting in this considerable variance. During the month a total of \$1.4 million was spent on various projects bringing the total spent for the year to \$1.8 million or 3% of budget.

Financing Activities

- Transfers to Reserves were \$1.3 million below budget. Utilisation of reserve funds was lower than expected, this being a timing variance.
- Transfers from Reserves were below budget by \$(2.0 million). This is due to slower than anticipated progress on capital expenditure.

**FINANCIAL ACTIVITY STATEMENT FOR THE TWO MONTHS TO
31 AUGUST 2016**

REPORT OF VARIANCES TO BUDGET

The Parking levy was \$121,000 less than anticipated contributing to the below budget result.

Amounts sourced from Rates

- Rates revenue raised was \$3.4 million above budget. This was due to rates issued to former City of Subiaco residents and the 2016/17 impact of interim rates from the final months of the prior financial year, which were identified after completion of the 2016/17 budget. A report will be presented to Council to adjust the budget 2016/17 for major income and expenditure resulting from the City of Perth Act coming into effect from 1 July 2016.

CITY OF PERTH

FINANCIAL ACTIVITY STATEMENT - for the period ended 31 August 2016

	Original Budget 2016/17 \$	Budget YTD 31-Aug-16 \$	Actual YTD 31-Aug-16 \$	Variance YTD 31-Aug-16 \$
Proceeds from Operating Activities				
Operating Revenue				
<i>Nature of Income</i>				
Parking Fees	76,973,664	12,966,127	12,272,162	(693,965)
Fines and Costs	10,610,604	1,768,753	1,488,479	(280,273)
Investment Income and Interest	4,672,819	1,099,227	1,173,809	74,582
Community Service Fees	1,577,941	249,688	260,604	10,916
Rubbish Collection	8,071,814	7,694,125	8,357,110	662,984
Rentals and Hire Charges	5,251,214	878,783	831,454	(47,330)
Recurrent Grants	1,514,031	596,415	185,398	(411,017)
Contributions, Donations and Reimbursements	585,576	93,429	78,469	(14,960)
Other Income	4,681,208	1,502,327	1,310,773	(191,553)
Distribution from TPRC	1,000,000	-	-	-
	114,938,870	26,848,874	25,958,258	(890,616)
Less: Operating Expenditure				
<i>Nature of Expenditure</i>				
Employee Costs	77,205,326	12,846,088	11,984,632	861,455
Materials and Contracts	53,092,971	8,568,136	5,836,060	2,732,075
Utilities	3,596,588	590,117	469,885	120,232
Insurance Expenditure	1,197,885	198,481	177,939	20,542
Depreciation and Amortisation	33,144,020	5,524,003	5,613,959	(89,955)
Interest Expenses	1,562,208	264,627	331,906	(67,280)
Expense Provisions	998,010	168,083	154,990	13,093
Loss on Disposal of Assets	1,437,448	239,575	6,222	233,353
Other Expenditure	25,085,422	4,427,614	3,552,232	875,383
	197,319,879	32,826,723	28,127,825	4,698,899
Add back Depreciation	(33,144,020)	(5,524,003)	(5,613,959)	89,955
(Loss) / Profit on Disposals	(1,437,448)	(239,575)	(6,222)	(233,353)
	162,738,411	27,063,145	22,507,644	4,555,502
Net Surplus/(Deficit) from Operations	(47,799,540)	(214,271)	3,450,615	3,664,886
Investing Activities				
Capital Grants	5,768,315	961,386	115,259	(846,127)
Capital Expenditure	(62,731,135)	(7,690,512)	(1,838,590)	5,851,922
Proceeds from Disposal of Assets/Investments	1,280,000	112,219	8,874	(103,345)
	(55,682,820)	(6,616,907)	(1,714,457)	4,902,450
Financing Activities				
Repayment of Borrowings	(6,111,896)	(1,027,643)	(1,027,643)	-
Transfers to Reserves	(27,749,200)	(2,432,807)	(1,174,078)	1,258,729
Transfer from Reserves	34,323,351	18,701,225	16,662,073	(2,039,152)
	462,254	15,240,776	14,460,352	(780,424)
Add: Opening Funds	24,907,540	24,907,540	11,295,692	(13,611,848)
Net Surplus/(Deficit) before Rates	(78,112,567)	33,317,137	27,492,202	(5,824,935)
Amount Sourced from Rates	85,143,607	84,487,126	87,881,575	3,394,448
Closing Funds	7,031,041	117,804,263	115,373,776	(2,430,487)

Net Cash on Hand				
Cash On Hand	5,928,176	11,638,160	10,711,207	(926,953)
Money Market Investments	102,924,170	160,969,910	154,484,111	(6,485,799)
Funds on Hand	108,852,346	172,608,070	165,195,318	(7,412,752)
Analysis of Funds on Hand				
Reserves	79,211,467	71,709,304	68,926,948	(2,782,356)
Provisions	12,379,102	12,199,491	11,129,204	(1,070,287)
General Funds	17,261,777	88,699,275	85,139,166	(3,560,109)
Funds on Hand	108,852,346	172,608,070	165,195,318	(7,412,752)

CITY OF PERTH

CURRENT POSITION AS AT THE END OF THE PERIOD 30 AUGUST 2016

	2016/17 Original Budget \$	2016/17 Budget YTD \$	2016/17 Actual YTD \$	2016/17 Variance \$
Current Assets				
Cash and Cash Equivalents	5,928,176	11,638,160	10,711,207	(926,953)
Deposits and Prepayments	446,730	16,678,239	17,014,126	335,887
Money Market Investments - Municipal Funds	23,712,703	89,260,606	85,557,163	(3,703,443)
Money Market Investments - Restricted Funds	79,211,467	71,709,304	68,926,948	(2,782,356)
Trade and Other Receivables	4,020,574	51,140,579	50,754,937	(385,642)
Inventories	972,964	994,708	999,066	4,358
Total Current Assets	114,292,614	241,421,596	233,963,447	(7,458,149)
Current Liabilities				
Trade and Other Payables	26,646,668	39,970,002	37,919,527	(2,050,475)
Employee Entitlements	12,379,102	11,869,574	11,129,204	(740,370)
Provisions	400,750	329,917	613,992	284,075
Borrowings	7,083,366	6,821,902	6,821,902	0
Total Current Liabilities	46,509,886	58,991,395	56,484,625	(2,506,770)
Working Capital Position Brought Forward	67,782,728	182,430,202	177,478,822	(4,951,380)
Deduct Restricted Cash Holdings	(79,211,467)	(71,709,304)	(68,926,948)	2,782,356
Add Current Borrowings	7,083,366	7,083,366	6,821,902	(261,464)
Current Funds Position Brought Forward	(4,345,372)	117,804,263	115,373,776	(2,430,487)

EXPLANATORY NOTES – FINANCIAL ACTIVITY STATEMENT

BACKGROUND

- Regulation 34 of the Local Government (Financial Management) Regulations 1996 was amended effective from 1 July 2005.
- The amendment prescribes a monthly Financial Activity Statement (FAS) reporting the sources and application of funds, as set out in the Rate Setting Statement which is included in the Annual Budget.

PURPOSE

- The FAS reports the actual financial performance of the City in relation to its adopted budget, which has been structured on financial viability and sustainability principles.
- The FAS is intended to act as a guide to Council of the impact of financial activities and the reasons for major variances to the annual budget estimates.

PRESENTATION

- Regulation 34 prescribes the minimum detail to be included in the FAS. These are listed below.
 - Annual Budget estimates, and approved revisions to these, are to be included for comparison purposes.
 - Actual amounts of income and expenditure to the end of the month of the FAS.
 - Material variances between the comparable amounts and commentary on reasons for these.
 - The net current assets at the end of the month to which the FAS relates.
- An explanation of the composition of the net current assets at the end of the month to which the FAS relates; less committed and restricted assets.
- Councils are given the option of adopting a format which is considered most appropriate to their needs. These options are listed below.
 - According to nature and type classification,
 - by program, or
 - by business unit.
- It is recommended that while the information presented by cost objects (programs and activities) or by cost centres (business units) are useful for expense allocation and cost centre accountability purposes, they are less informative and difficult to comprehend in matters of disclosure and less effective in cost management and control.
- The FAS has therefore been presented in the format using nature and type classification as the most meaningful disclosure to the Council and public.

FORMAT

- The FAS is formatted to align with the Rate Setting Statement.
- The first part deals with operating income and expenditure, excluding rate revenue.
- The next classification is the amount spent on capital expenditure and debt repayments.
- The classification 'Financing Activities' provides a statement of sources of funds other than from operating or rates revenue, which are usually associated with capital expenditure.
- Attached to the FAS is a statement of 'Net Current Assets' for the budget and actual expenditure to the end of the month to which the FAS relates.
- Opening and closing funds represent the balance of 'Net Current Assets', not including any funds which are committed or restricted.
- "Committed assets" means revenue unspent but set aside under the annual budget for a specific purpose.
- "Restricted assets" means those assets the uses of which are restricted, wholly or partially, by regulations or other externally imposed requirements", e.g. reserves set aside for specific purposes.
- To avoid duplication in calculating 'Closing Funds on hand', certain balances, such as provisions and borrowings, are also deducted.
- The total Closing Funds on hand are to be taken into account when calculating the amount to be raised by rates each year.
- The classification "Net Cash on Hand" represents the balances of funds held in cash or invested and the analysis into those funds reserved, carried forward or remaining unspent at the end of the month to which the FAS relates.



CITY of PERTH

Financial Statements

For the 2 months ended 31 August 2016

**CITY OF PERTH
MUNICIPAL**

Statement of Comprehensive Income for the 2 months ended 31 August 2016

(By Program)

	Note	Budget 2016/2017	Revised Budget YTD	Actual YTD 31/08/2016	YTD Variance	
		\$	\$	\$	\$	%
OPERATING REVENUE						
General Purpose Funding Rates		86,075,041	85,274,027	88,576,081	3,302,054	3.9%
General Purpose Funding Other		5,038,022	1,211,074	933,577	(277,497)	-22.9%
Law, Order, Public Safety		23,178	3,725	8,370	4,645	124.7%
Health		780,345	548,689	469,584	(79,105)	-14.4%
Education and Welfare		2,105,728	381,283	348,995	(32,288)	-8.5%
Housing		781,872	130,312	129,170	(1,142)	-0.9%
Community Amenities		10,789,799	8,132,196	8,804,603	672,407	8.3%
Recreation and Culture		1,732,910	205,613	148,947	(56,666)	-27.6%
Transport		90,120,021	15,153,520	14,138,693	(1,014,827)	-6.7%
Economic Services		831,710	135,921	144,007	8,086	5.9%
Other Property and Services		803,852	134,035	137,803	3,768	2.8%
Total Operating Income		199,082,478	111,310,395	113,839,830	2,529,435	2.3%
OPERATING EXPENDITURE						
Governance		10,394,320	1,812,385	1,722,369	90,016	5.0%
General Purpose Funding		6,128,645	1,057,349	658,266	399,083	37.7%
Law, Order, Public Safety		3,758,622	591,122	596,197	(5,075)	-0.9%
Health		4,603,806	771,361	448,307	323,054	41.9%
Education and Welfare		3,688,491	606,107	617,197	(11,090)	-1.8%
Housing		554,156	92,450	92,515	(65)	-0.1%
Community Amenities		30,384,835	5,195,905	4,358,834	837,071	16.1%
Recreation and Culture		35,350,738	5,461,014	4,658,093	802,921	14.7%
Transport		85,682,324	14,111,700	12,653,381	1,458,319	10.3%
Economic Services		10,316,035	2,029,164	1,262,943	766,221	37.8%
Other Property and Services		5,020,459	858,592	996,346	(137,755)	-16.0%
Total Operating Expenditure		195,882,431	32,587,149	28,064,448	4,522,701	13.9%
NET FROM OPERATIONS		3,200,047	78,723,246	85,775,382	7,052,136	9.0%
GRANTS/CONTRIBUTIONS						
For the Development of Assets						
- Law, Order, Public Safety		240,150	40,025	-	(40,025)	-100.0%
- Recreation and Culture		2,693,400	448,900	-	(448,900)	-100.0%
- Transport		2,834,765	472,461	115,259	(357,202)	-75.6%
Total Grants/Contributions		5,768,315	961,386	115,259	(846,127)	-88.0%
DISPOSAL/WRITE OFF OF ASSETS						
Gain/(Loss) on Disposal of Assets	2	(1,437,448)	(239,575)	(6,222)	233,353	-97.4%
<i>Change in net assets resulting from operations before significant items</i>		7,530,914	79,445,057	85,884,419	6,439,362	8.1%
SIGNIFICANT ITEMS						
Distribution from TPRC		1,000,000	-	-	-	0.0%
<i>Change in net assets resulting from operations after significant items</i>		8,530,914	79,445,057	85,884,419	6,439,362	8.1%

**CITY OF PERTH
MUNICIPAL**

Statement of Comprehensive Income for the 2 months ended 31 August 2016

(By Nature)

	<i>Note</i>	Budget 2016/2017	Revised Budget YTD	Actual YTD 31/08/2016	YTD Variance	
		\$	\$	\$	\$	%
OPERATING REVENUE						
Rates		85,143,608	84,461,521	87,881,575	3,420,054	4.0%
Grants and Contributions for Non Capital Purposes		1,514,031	596,415	185,398	(411,017)	-68.9%
Donations and Reimbursements		585,576	93,429	78,469	(14,960)	-16.0%
Fees and Charges		105,213,130	24,806,214	24,255,831	(550,383)	-2.2%
Interest and Investment Income		4,672,819	1,099,227	1,173,806	74,579	6.8%
Other Revenue		1,953,314	253,588	264,752	11,164	4.4%
Total Revenue from Operating Activities		199,082,478	111,310,395	113,839,830	2,529,435	2.3%
OPERATING EXPENDITURE						
Employee Costs		77,205,335	12,846,088	11,984,632	861,456	6.7%
Materials and Contracts		53,092,963	8,568,136	5,836,060	2,732,076	31.9%
Utilities		3,596,588	590,117	469,885	120,232	20.4%
Depreciation and Amortisation		33,144,020	5,524,003	5,613,960	(89,957)	-1.6%
Interest		1,562,208	264,627	331,906	(67,279)	-25.4%
Insurance		1,197,885	198,481	177,939	20,542	10.3%
Expenses Provision		998,010	168,083	154,989	13,094	7.8%
Other Expenses from Ordinary Activities		25,085,422	4,427,614	3,495,077	932,538	21.1%
Total Expenses from Ordinary Activities		195,882,431	32,587,149	28,064,448	4,522,701	13.9%
Change in Net Assets from Ordinary Activities before Capital Amounts		3,200,047	78,723,246	85,775,382	7,052,137	9.0%
GRANTS/CONTRIBUTIONS						
Grants and Contributions- Capital		5,768,315	961,386	115,259	(846,127)	-88.0%
NET OPERATING SURPLUS		8,968,362	79,684,632	85,890,641	6,206,010	7.8%
DISPOSAL/WRITE OFF OF ASSETS	2	(1,437,448)	(239,575)	(6,222)	233,353	-97.4%
SIGNIFICANT ITEMS						
Distribution from TPRC		1,000,000	-	-	-	0.0%
<i>Change in net assets resulting from operations after capital amounts and significant items</i>		8,530,914	79,445,057	85,884,419	6,439,363	8.1%

**CITY OF PERTH
MUNICIPAL**

Statement of Financial Position as at 31 August 2016

	Note	31/08/2016	30/06/2016
CURRENT ASSETS			
		\$	\$
Cash and Cash Equivalents	11	10,711,207	10,063,524
Deposits/Prepayments	4	17,014,126	1,246,008
Investments	3, 11	154,484,111	100,249,402
Trade and Other Receivables	5	18,625,818	10,578,223
Rates Receivable	1	32,129,119	190,815
Inventories		999,066	1,048,451
TOTAL CURRENT ASSETS		233,963,447	123,376,423
NON CURRENT ASSETS			
Investments	3	7,153,198	7,162,072
Trade and Other Receivables	5	51,977	32,434
Property, Plant and Equipment	8	691,464,409	694,573,987
Infrastructure	8	483,359,286	485,179,495
Capital Work in Progress	8	33,465,355	32,151,366
TOTAL NON CURRENT ASSETS		1,215,494,225	1,219,099,354
TOTAL ASSETS		1,449,457,672	1,342,475,777
CURRENT LIABILITIES			
Trade and Other Payables	6	37,919,527	16,139,550
Employee Benefits	7	11,129,204	11,073,005
Provisions	7	613,992	390,015
Loan Liability	9	6,821,902	6,772,073
TOTAL CURRENT LIABILITIES		56,484,625	34,374,643
NON CURRENT LIABILITIES			
Employee Benefits	7	1,746,402	1,746,402
Provisions	7	4,324,457	4,259,487
Loan Liability	9	28,477,457	29,554,929
TOTAL NON CURRENT LIABILITIES		34,548,316	35,560,818
TOTAL LIABILITIES		91,032,941	69,935,461
NET ASSETS		\$1,358,424,731	\$1,272,540,316
EQUITY			
Accumulated Surplus		726,727,191	624,055,012
Asset Revaluation Reserve	10	560,035,698	560,035,698
Reserves	10	71,661,842	88,449,606
TOTAL EQUITY		\$1,358,424,731	\$1,272,540,316

**CITY OF PERTH
MUNICIPAL**

Statement of Changes in Equity for the 2 months ended 31 August 2016

	Accumulated Surplus	Asset Revaluation Reserve	Cash Backed Reserves	Total Equity
	\$	\$	\$	\$
Balance at 1 July 2015	612,108,629	560,795,095	87,574,492	1,260,478,216
Change in net assets resulting from operations	12,062,100	-	-	12,062,100
Transfer to Cash Backed Reserves	(24,938,673)	-	24,938,673	-
Transfers to Asset Revaluation Reserve	(3,047,888)	3,047,888	-	-
Transfers from Asset Revaluation Reserve	3,807,285	(3,807,285)	-	-
Transfer from Cash Backed Reserves	24,063,569	-	(24,063,569)	-
Balance at 30 June 2016	\$624,055,022	\$560,035,698	\$88,449,596	\$1,272,540,316
	\$	\$	\$	\$
Balance at 1 July 2016	624,055,022	560,035,698	88,449,596	1,272,540,316
Change in net assets resulting from operations	85,884,419	-	-	85,884,419
Transfer to Cash Backed Reserves	(574,078)	-	574,078	-
Transfers to Asset Revaluation Reserve	-	-	-	-
Transfers from Asset Revaluation Reserve	-	-	-	-
Transfer from Cash Backed Reserves	17,361,842	-	(17,361,842)	-
Balance at the end of the reporting period	\$726,727,204	\$560,035,698	\$71,661,833	\$1,358,424,735

**CITY OF PERTH
MUNICIPAL**

Statement of Cash Flows for the 2 months ended 31 August 2016

	Note	Budget 2016/2017	YTD Actual 31/08/2016	YTD Variation	
		\$	\$	\$	%
Cash Flows from Operating Activities					
Receipts					
Rates		85,150,558	46,865,890	(38,284,668)	-45.0%
Fees and Charges		110,473,787	25,138,604	(85,335,183)	-77.2%
Interest		4,672,819	1,183,842	(3,488,977)	-74.7%
Other		2,000,854	294,075	(1,706,779)	-85.3%
		202,298,018	73,482,411	(128,815,607)	-63.7%
Payments					
Employee Costs		(76,246,522)	(11,115,092)	65,131,430	85.4%
Materials and Contracts		(45,634,268)	(501,179)	45,133,089	98.9%
Interest		(1,546,536)	(244,958)	1,301,578	84.2%
Other		(31,117,629)	(4,231,227)	26,886,402	86.4%
		(154,544,955)	(16,092,456)	138,452,499	89.6%
Net Cash Flows from Operating Activities	12	47,753,063	57,389,955	9,636,893	-20.2%
Cash Flows from Investing Activities					
Receipts					
Distribution from TPRC		1,000,000	-	(1,000,000)	-100.0%
Proceeds from Disposal of Assets		1,280,000	-	(1,280,000)	-100.0%
Proceeds from Disposal of Investments(Non Current)		-	8,874	8,874	0.0%
Payments					
Purchase Land and Buildings		(14,005,532)	-	14,005,532	-100.0%
Purchase Infrastructure Assets		(29,412,097)	-	29,412,097	-100.0%
Purchase Plant and Mobile Equipment		(17,160,028)	-	17,160,028	100.0%
Purchase Office Furniture and Equipment		(2,153,478)	-	2,153,478	-100.0%
Work in Progress		-	(1,838,590)	(1,838,590)	0.0%
		(62,731,135)	(1,838,590)	60,892,545	97.1%
Net Cash Flows from Investing Activities		(60,451,135)	(1,829,716)	58,621,419	97.0%
Cash Flows from Financing Activities					
Repayment of Borrowings		(6,111,896)	(1,027,643)	5,084,253	83.2%
		(6,111,896)	(1,027,643)	5,084,253	83.2%
Cash Flows from Government and Other Parties					
Receipts from Appropriations/Grants					
Recurrent		4,414,618	234,544	(4,180,074)	-94.7%
Capital		5,768,315	115,259	(5,653,056)	-98.0%
		10,182,933	349,803	(9,833,130)	-96.6%
Net Increase (Decrease) in Cash Held		(8,627,035)	54,882,399	63,509,435	-736.2%
Cash at 1 July 2016		117,479,382	110,312,926	(7,166,456)	-6.1%
Cash at 31 August 2016	11	108,852,347	165,195,318	56,342,971	51.8%

MUNICIPAL

Notes to the Balance Sheet for the 2 months ended 31 August 2016

1 Rates Receivable

	Actual YTD 31/08/2016	2015/16 YTD 31/08/2015
	\$	\$
Outstanding Amount at 30 June 2016	190,816	64,096
Rates Levied for the Year	87,790,985	80,245,167
Late Payment Penalties	34,650	37,382
Ex Gratia Rates	17,741	17,464
Rates Administration Fee	285,011	257,379
Rates Instalment Interest	364,892	340,160
Back Rates	72,849	(77,853)
Bins Levy	902,909	617,372
	89,659,853	81,501,167
Amount Received during the Period	57,530,734	55,615,975
Outstanding Amount at 31 August 2016	\$32,129,119	\$25,885,192

2 Gain/(Loss) on Disposal/Write off of Assets

	Annual Budget	Actual YTD 31/08/2016
	\$	\$
Land and Buildings		
Proceeds on Disposal	-	-
Less: Carrying amount of assets sold/written off	-	-
(Loss) on Disposal/Write Off	-	-
Infrastructure		
Proceeds on Disposal	-	-
Less: Carrying amount of assets written off	1,640,250	6,222
(Loss) on Write Off	(1,640,250)	(6,222)
Plant and Mobile Equipment		
Proceeds on Disposal	1,280,000	-
Less: Carrying amount of assets sold/written off	1,077,198	-
Profit on Disposal/Write Off	202,802	-
Furniture and Equipment		
Proceeds on Disposal	-	-
Less: Carrying amount of assets sold /written off	-	-
(Loss) on Disposal/Write Off	-	-
Gain/(Loss) on Disposal/Write off of Assets	(\$1,437,448)	(\$6,222)

3 Investments

Current	31/08/2016	30/06/2016
Short Term Cash Investments *	\$	\$
Call Funds	15,654,291	12,111,382
Bank/Term Deposits	134,500,000	84,000,000
Managed Funds	4,329,820	4,138,020
Total Current Investments	\$154,484,111	\$100,249,402

* Short Term Cash Investments as stated in Note 11.

Non Current Investments	31/08/2016	30/06/2016
	\$	\$
Mortgage Backed Securities (MBS)	2,734,885	2,743,759
	2,734,885	2,743,759
Equity in Local Government House	10,000	10,000
Equity in Mindarie Regional Council	420,412	420,412
Equity in Tamala Park Regional Council	3,987,901	3,987,901
	\$7,153,198	\$7,162,072

MUNICIPAL

Notes to the Balance Sheet for the 2 months ended 31 August 2016

4 Deposits/Prepayments

	31/08/2016	30/06/2016
	\$	\$
Prepaid Insurance	918,137	-
Prepaid Parking Bay Licence Fees	14,380,763	-
Other	1,715,226	1,246,008
	\$17,014,126	\$1,246,008

5 Trade And Other Receivables

	31/08/2016	30/06/2016
Current	\$	\$
Emergency Services Levy (ESL)	9,980,973	36,912
Accrued Interest and Investment Income	526,633	536,669
Accrued Income	1,521,495	1,710,213
Modified Penalties/Fines and Costs	7,733,483	7,468,902
Debtors - General		
Australian Taxation Office - GST Refundable	-	177,492
Works and Services	60,826	35,731
Other Debtors	2,052,411	3,744,873
	21,875,821	13,710,792
Less: Provision for Doubtful Debts	(3,250,003)	(3,132,569)
	\$18,625,818	\$10,578,223
Non Current		
Pensioners' Rates Deferred	51,977	32,434
	\$51,977	\$32,434

6 Trade And Other Payables

	31/08/2016	30/06/2016
Current	\$	\$
Trade Creditors	11,135,032	10,591,073
Emergency Services Levy	18,536,616	-
Interest Payable on Loans	286,796	199,848
Accrued Expenses - Operating	4,193,310	2,427,935
Accrued Expenses - Capital	178,322	10,837
Advances Received for Recoverable Works	39,706	71,386
Income Received / Raised in Advance	898,961	1,008,030
Australian Taxation Office - GST Payable	344,509	-
Other Creditors	2,306,275	1,830,441
	\$37,919,527	\$16,139,550

MUNICIPAL

Notes to the Balance Sheet for the 2 months ended 31 August 2016

7 Employee Benefits

	31/08/2016	30/06/2016
Current	\$	\$
Leave Entitlements		
Annual Leave	4,566,388	4,454,492
Self Funded Leave	211,225	238,785
Long Service Leave	6,215,904	6,243,476
Recognition of Employees- Presentations	135,687	136,252
	\$11,129,204	\$11,073,005
Non Current		
Annual Leave	617,169	617,169
Long Service Leave	1,129,233	1,129,233
	\$1,746,402	\$1,746,402

Provisions

	31/08/2016	30/06/2016
	\$	\$
Current		
Workers Compensation	613,992	390,015
	\$613,992	\$390,015
Non Current		
Provision for Equipment Replacement PCEC	4,324,457	4,259,487
	\$4,324,457	\$4,259,487

8 Property, Plant and Equipment and Work in Progress

	31/08/2016	30/06/2016
	\$	\$
Land and Air Rights - at cost/fair value	380,133,677	380,133,678
Less: Accumulated Depreciation	(3,230,771)	(3,135,072)
	376,902,906	376,998,606
Buildings - at fair value	378,864,742	378,864,743
Less: Accumulated Depreciation	(155,401,075)	(154,004,183)
	223,463,667	224,860,560
Improvements - at fair value	52,659,660	52,659,661
Less: Accumulated Depreciation	(5,932,545)	(5,565,355)
	46,727,115	47,094,306
Infrastructure Assets - at cost/fair value	756,468,356	755,794,940
Less: Accumulated Depreciation	(273,109,070)	(270,615,444)
	483,359,286	485,179,496
Plant and Mobile Equipment - at cost/fair value	47,541,666	47,541,666
Less: Accumulated Depreciation	(30,219,240)	(29,432,643)
	17,322,426	18,109,023
Office Furniture and Equipment - at cost/fair value	41,871,404	41,871,404
Less: Accumulated Depreciation	(15,618,380)	(15,155,180)
	26,253,024	26,716,224
Agricultural - at cost	795,271	795,271
Less: Accumulated Depreciation	-	-
	795,271	795,271
Property, Plant and Equipment	1,174,823,695	1,179,753,486
Work in Progress - at cost	33,465,355	32,151,366
	33,465,355	32,151,366
Total Property, Plant and Equipment and Work in Progress	\$1,208,289,050	\$1,211,904,848

MUNICIPAL

Notes to the Balance Sheet for the 2 months ended 31 August 2016

8 Property, Plant and Equipment and Work in Progress - Movement at Cost

	Balance 30/06/2016	Acquisitions Actual YTD 31/08/2016	Transfers Actual YTD 31/08/2016	Disposals/ Write off/ Actual YTD 31/08/2016	Revaluation Actual YTD 31/08/2016	Balance 31/08/2016
	\$	\$	\$	\$		\$
Land and Air Rights	380,133,678	-	-	-	-	380,133,678
Buildings	378,864,743	-	-	-	-	378,864,743
Improvements	52,659,661	-	-	-	-	52,659,661
Infrastructure Assets	755,794,940	-	690,395	(16,978)	-	756,468,357
Plant and Mobile Equipment	47,541,666	-	-	-	-	47,541,666
Office Furniture and Equipment	41,871,404	-	-	-	-	41,871,404
Agricultural	795,271	-	-	-	-	795,271
Work in Progress	32,151,366	2,006,075	(692,086)	-	-	33,465,355
	\$1,689,812,729	\$2,006,075	(1,691)	(16,978)	-	\$1,691,800,135

9 Loan Liability

	31/08/2016	30/06/2016
Current	\$	\$
Loans - Western Australian Treasury Corporation	6,821,902	6,772,073
Non Current		
Loans - Western Australian Treasury Corporation	28,477,457	29,554,929

10 Reserve Funds

Purpose of Reserve Fund	Balance 30/06/2016	Transfer from Accumulated Surplus	Transfer to Accumulated Surplus	Balance 31/08/2016
	\$	\$	\$	\$
Refuse Disposal and Treatment	2,935,852	23,157	-	2,959,009
Concert Hall - Refurbishment and Maint.	4,835,980	36,538	-	4,872,518
Asset Enhancement	25,994,761	198,535	(47,438)	26,145,858
Street Furniture Replacement	698,257	5,249	(20,107)	683,399
Parking Levy	18,160,739	6,765	(17,278,906)	888,598
Art Acquisition	365,310	2,760	-	368,070
Heritage Incentive	612,121	4,600	-	616,721
Parking Facilities Development	23,671,275	179,294	(15,391)	23,835,178
Employee Entitlements	1,894,203	14,312	-	1,908,515
David Jones Bridge	292,381	2,167	-	294,548
Bonus Plot Ratio	613,783	4,637	-	618,420
PCEC Fixed Plant Replacement	4,259,487	64,970	-	4,324,457
Enterprise and Initiative	3,915,439	29,582	-	3,945,021
Public Art	200,018	1,512	-	201,530
	88,449,606	574,078	(17,361,842)	71,661,842
* Asset Revaluation	560,035,698	-	-	560,035,698
	\$648,485,304	\$574,078	(\$17,361,842)	\$631,697,540

* The Asset Revaluation Reserve is a non cash backed reserve and cannot be used, except for adjustments to fixed assets on their revaluation, disposal or write off

MUNICIPAL

Notes to the Balance Sheet for the 2 months ended 31 August 2016

11 Cash Reconciliation

	31/08/2016	30/06/2016
	\$	\$
Cash and Cash Equivalents	10,711,207	10,063,524
Short Term Cash Investments	154,484,111	100,249,402
	\$165,195,318	\$110,312,926

12 Reconciliation of Net Cash Provided By Operating Activities to Operating Surplus

	31/08/2016	30/06/2016
	\$	\$
Change in Net Assets Resulting from Operations	85,884,419	14,217,213
Adjustment for items not involving the movement of Funds:		
Depreciation	5,613,960	31,545,689
Doubtful Debts	117,434	78,375
Non Capitalised Work in Progress	1,691	(4,620,525)
(Gain)/Loss on Disposal/Write off/Contribution of Assets	6,222	1,561,354
	91,623,726	42,782,106
Revenues Provided By :		
Government Grants	(349,803)	(7,151,966)
Contribution from Other Parties	-	(49,890)
	(349,803)	(7,201,856)
Change in Operating Assets and Liabilities		
Add Back		
Decrease in Inventories	49,385	345,750
Decrease in Deposits and Prepayments	-	93,236
Decrease in Accrued Interest and Dividend Income	10,036	63,628
Decrease in Debtors	-	-
Decrease in Deferred Debtors	-	7,133
Decrease in Accrued Income	188,718	-
Increase in Income Received /Raised in Advance	-	130,392
Increase in Accrued Interest Payable	86,948	-
Increase in Accrued Expenses	1,765,375	-
Increase in Provisions	345,146	-
Increase in Trade and Other Payables	19,900,918	-
Deduct		
Decrease in Trade and Other Payables	-	(2,565,858)
Decrease in Income Received /Raised in Advance	(140,749)	-
Decrease in Accrued Interest Payable	-	(41,167)
Increases in Deferred Debtors	(19,543)	-
Decrease in Provisions	-	(401,346)
Decrease in Accrued Expenses	-	(189,630)
Increase in Inventories	-	-
Increase in Trade and Other Receivables	(40,302,087)	(2,033,383)
Increase in Prepayments	(15,768,118)	-
Increase in Accrued Income	-	(458,313)
Increase in Accrued Interest and Investment Income	-	-
	(33,883,971)	(5,049,558)
Net Cash Provided by Operating Activities	\$57,389,955	\$30,530,692

MUNICIPAL

Notes to the Balance Sheet for the 2 months ended 31 August 2016

13 Ratios

	31/08/2016	30/06/2016
1 Current Ratio		
<u>Current Assets</u> minus Restricted Assets		
Current Liabilities minus Liabilities associated with Restricted Assets	2.92	1.10
2 Debt Ratio		
<u>Total Liabilities</u>		
Total Assets	6.28%	5.21%
3 Debt Service Ratio		
<u>Debt Service Cost</u>		
Available Operating Revenue	1.19%	4.44%
4 Rate Coverage Ratio		
<u>Net Rate Revenue</u>		
Operating Revenue	77.81%	43.96%
5 Outstanding Rates Ratio		
<u>Rates Outstanding</u>		
Rates Collectable	35.83%	0.23%
6 Untied Cash to Unpaid Creditors Ratio		
<u>Untied Cash</u>		
Unpaid Trade Creditors	8.65	2.32
7 Gross Debt to Revenue Ratio		
<u>Gross Debt</u>		
Total Revenue	31.01%	18.99%
8 Gross Debt to Economically Realisable Assets Ratio		
<u>Gross Debt</u>		
Economically Realisable Assets	3.65%	4.24%

Restricted Assets includes reserve funds and tied contributions not utilised at 31.08.2016

ITEM NO: 4

ALLOCATION OF FUNDS FROM PUBLIC ART RESERVE TO SUPPORT PUBLIC ART OUTCOMES IN MCLEAN LANE UPGRADE

RECOMMENDATION:

(APPROVAL)

That Council APPROVE BY ABSOLUTE MAJORITY the allocation of \$100,000 from the City's Public Art Reserve to support the commissioning of high quality works of public art as an integral part of the City's Laneways Enhancement Project – McLean Lane.

BACKGROUND:

FILE REFERENCE: P1032430
REPORTING UNIT: Arts, Culture and Heritage
RESPONSIBLE DIRECTORATE: Economic Development and Activation
DATE: 15 September 2016
MAP / SCHEDULE: Schedule 3 – Final McLean Lane Concept Plan
Schedule 4 – Final Concept Design description
Schedule 5 – Images of Car Park Façade, opposite café alfresco

At its meeting held on **5 April 2016**, Council approved the draft concept plan for the upgrade of McLean Lane and the release of the draft plan for consultation. In accordance with Council's resolution, the results of consultation, together with final plans and a cost estimate for the progressing the physical works were presented to the Works and Urban Development Committee on 6 September 2016. The final concept plan was approved by Council at its meeting on **20 September 2016**, noting that construction is scheduled to be completed by 30 June 2017.

Public art is identified as a key feature of the enhancement of McLean Lane, as is illustrated in the approved McLean Lane Concept Plan (refer to Schedule 3). The total approved budget for the laneway enhancement is \$1,276,500 (including design and project management). \$90,000 of this amount is currently allocated to public art. This amount is proposed to cover the cost of a painted mural, and is the absolute minimum required to treat the walls indicated in the approved Concept Plan (based on standard artist rates set by the National Association of Visual Arts (NAVA) and benchmarked against similar past projects). At the Council meeting held on **20 September 2016**, it was noted that there is scope to increase the budget for the public art component of this project through the City's Public Art Reserve.

This report presents an analysis of the best public art solution that will elevate the laneway to an iconic East Perth destination.

LEGISLATION / STRATEGIC PLAN / POLICY:

Integrated Planning and Reporting Framework Implications

Strategic Community Plan

Council Four Year Priorities: Perth as a Capital City
S5 Increased place activation and use of under-utilised space

DETAILS:

Final McLean Lane Concept Plan

The McLean Lane upgrade is a project that has received community and Council support for its key objectives and outcomes, including:

- provision of alfresco dining;
- enhanced lighting;
- infrastructure to facilitate events occurring in the laneway;
- activation, crime prevention and safety;
- cultural and visual amenity through public art; and
- improved way finding.

In summary, the laneway will contribute to building a vibrant and engaging city for the community and visitors. Key components of the enhancement are detailed in Schedule 4. The laneway upgrade will complement City's Pier Street Carpark building upgrade, and the associated retail tenancy refurbishments on Murray Street. This eastern section of the City's central area will benefit greatly from these enhancements, resulting in increased pedestrian traffic, vibrancy and flow-on economic benefits.

Importantly, the redesign of the laneway will also address antisocial behaviour through:

- removing places of concealment;
- improving lighting;
- installation of CCTV;
- increasing passive surveillance through activation; and
- commissioning artwork to make walls unavailable to graffiti offenders.

Over the past decade, the City has upgraded four laneways with great success. The City's leadership and commitment to improve laneways and encourage a 'finer grain' of activities in the central city area has stimulated commercial interest in these unique spaces.

Public Art Component of the McLean Lane Enhancement Project

The current approved public art component for the laneway includes a mural on the northern elevation of the Padlock Building and a colourful artwork on the western elevation of the Pier Street Carpark. The latter is intended to provide an engaging and vastly improved outlook for people using the laneway and for patrons using the alfresco area of the proposed café in the ground floor of 100 Murray Street, which will be located in the laneway. A current view from the future alfresco site is at Schedule 5. The current budget of \$90,000 will achieve a painted solution only, and the steel grilles along each level of the carpark will remain unchanged. While it will be an improvement, it is not an ideal solution, and will not provide the best visual amenity for café patrons.

Public Art Cost-Benefit Summary

After completing a cost-benefit summary of the public art component of the project, Officers are proposing that \$100,000 be allocated from the City's Public Art Reserve to top-up the public art budget. The additional funds would be allocated to an artistic treatment of the steel grilles, ensuring maximum visual amenity within the required technical specifications for the building. For an increase in project budget of less than 10%, the public art component will significantly increase visual and cultural amenity, elevating the laneway to an iconic destination in East Perth. A full benefits summary is as follows:

Budget	Artwork Description	Benefits
\$90,000	<ul style="list-style-type: none"> • A colourful artwork on the western elevation of the Pier Street Car Park inspired by Bob McLean's second-hand furniture shop. • A mural on the northern elevation of the Padlock Building. 	<ul style="list-style-type: none"> • Add visual and cultural amenity. • Reference the history of the site. • Cost savings in graffiti removal. • Deter anti-social behaviour by engaging local youth in the process.
\$190,000	<p>As above, <u>plus</u>:</p> <ul style="list-style-type: none"> • an artistic treatment of the steel grilles along each level of the carpark building (refer to Schedule 4) flowing and integrated into a painted treatment of the concrete. 	<p>As above, <u>plus</u>:</p> <ul style="list-style-type: none"> • Better integrated design solution for the carpark western elevation. • Significantly increased visual amenity for the patrons of the café alfresco. • Increased quality of public artwork, creating a unique, iconic "destination".

Artwork budgets are based on standard artist rates set by the National Association of Visual Arts (NAVA) and benchmarked against similar past projects.

FINANCIAL IMPLICATIONS:

ACCOUNT NO:	Public Art Reserve Account
BUDGET ITEM:	Public Art Reserve
BUDGET PAGE NUMBER:	30
BUDGETED AMOUNT:	\$0
AMOUNT SPENT TO DATE:	\$0
PROPOSED COST:	\$100,000
BALANCE:	\$105,764
ANNUAL MAINTENANCE:	\$ 1,900
ESTIMATED WHOLE OF LIFE COST:	\$ 20,000

All figures quoted in this report are exclusive of GST.

COMMENTS:

There are only four outdoor works of public art within central Perth to the east of Barrack Street, and this project is an ideal opportunity to enhance the visual appearance of this part of the City, and reach new audiences through new public art commissions. These public art commissions directly support the implementation of the City's Public Art Strategy, in alignment with Strategy for Delivery 3.1:

“Seek to commission new works of public art to strategically address gaps in the existing collection.”

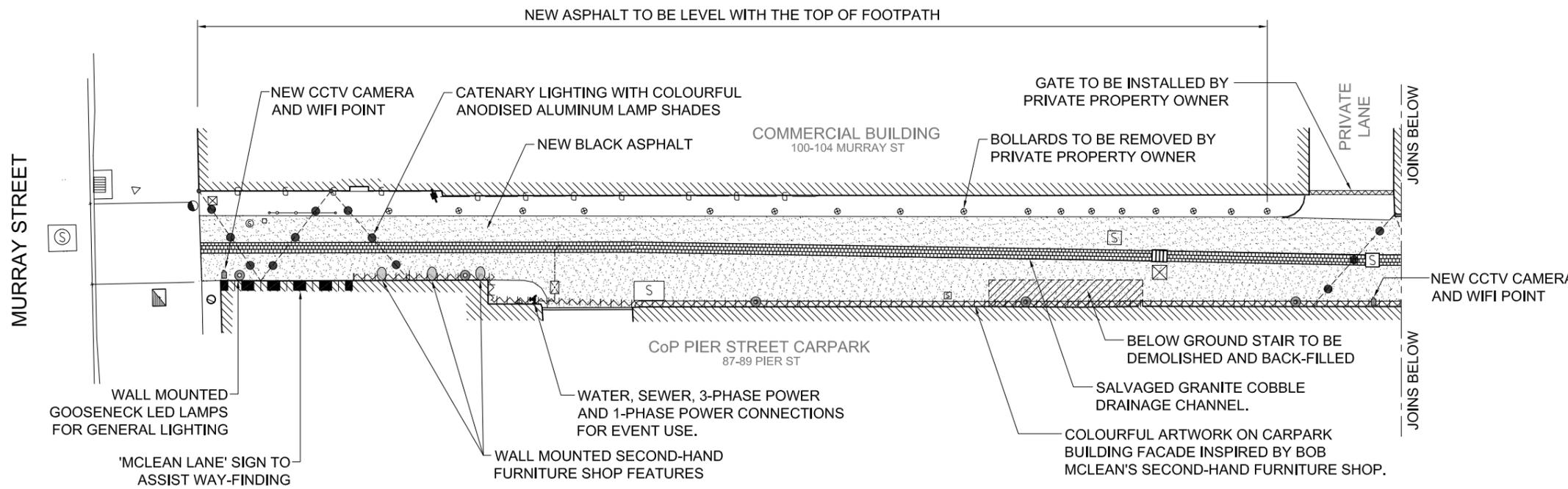
The Public Art Reserve was established in 2015 in alignment with the City's Public Art Strategy, in order to:

“Provide sufficient financial capacity to deliver new commissions of enduring public art identified in the City's draft Public Art Strategy and any associated strategic plans developed for public art.”

Strategic Objective 3 of the *City of Perth Public Art Strategy* states:

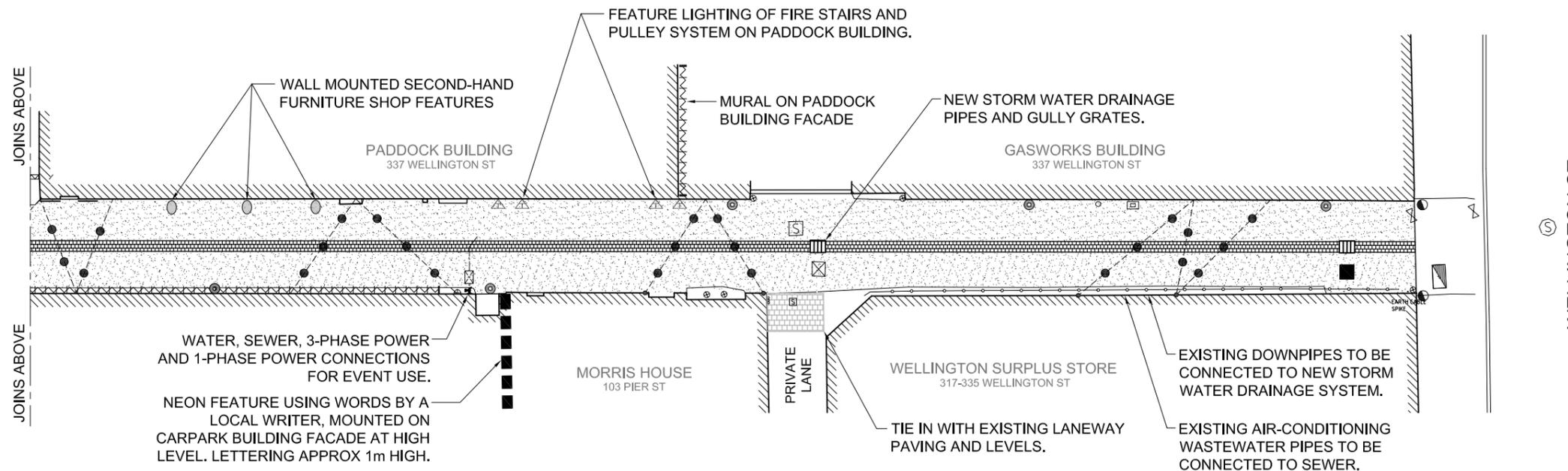
“Refine and expand a people friendly City of Perth by using public art to create beautiful and surprising environments that enhance the visual quality of the City.”

It is considered that the support of enduring public art outcomes proposed for McLean Lane is in alignment with the objectives of the Public Art Strategy and the purpose for which the Public Art Reserve has been established.

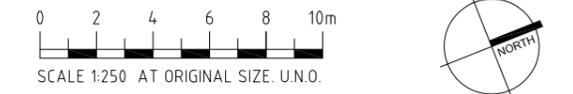


McLEAN LANE PLAN - SOUTH

- LEGEND**
- PAVEMENT TYPE A: ASPHALT PAVEMENT
 - PAVEMENT TYPE B: SALVAGED GRANITE COBBLE CHANNEL
 - CATENARY LIGHTING WITH COLOURFUL ANODISED ALUMINUM LAMP SHADES
 - WALL MOUNTED GOOSENECK LED LAMPS FOR GENERAL LIGHTING
 - WALL MOUNTED SECOND-HAND FURNITURE SHOP FEATURES
 - FEATURE LIGHTING OF FIRE STAIRS AND PULLEY SYSTEM ON PADDOCK BUILDING.
 - 'MCLEAN LANE' SIGN
 - NEON FEATURE
 - COLOURFUL ARTWORK ON BUILDING FACADE
 - EXISTING BUILDING LINE
 - EXISTING GUARD RAIL
 - EXISTING BOLLARD TO BE REMOVED BY PRIVATE PROPERTY OWNER
 - PROPOSED DRAINAGE STRUCTURES
 - EXISTING DRAINAGE STRUCTURES



McLEAN LANE PLAN - NORTH



THIS DWG & DESIGN IS SUBJECT TO COPYRIGHT AND MAY NOT BE REPRODUCED WITHOUT PRIOR WRITTEN CONSENT. CONTRACTORS TO VERIFY ALL DIMENSIONS ON SITE BEFORE COMMENCING WORK. REPORT ALL DISCREPANCIES TO PROJECT MANAGER PRIOR TO CONSTRUCTION. FIGURED DIMENSIONS TO BE TAKEN IN PREFERENCE TO SCALED DRAWINGS.



CITY of PERTH

COUNCIL HOUSE,
27-29 ST. GEORGE'S TERRACE, PERTH.

VAUGHAN JAMES - PRINCIPAL DESIGN ENG,
COORDINATION & DESIGN

AMANDA MANNOLINI - A/MANAGER,
COORDINATION & DESIGN

DRAWN S. Wilson TRAFFIC ENG.
DESIGNED C. Bell DATE 22/07/2016
CIVIL ENG. S. Chutoorgoon SCALE 1:250
PROJECT MGR. J. Chng CO-ORD SYS. MGA 50 / AHD

DRAWING STATUS
ISSUED FOR APPROVAL

RKS FILE No. P1032430 CAD REF: 16018-C-SK-18.dwg

McLEAN LANE ENHANCEMENT
MURRAY ST - WELLINGTON ST
SURFACE TREATMENT AND
ARTWORK PLAN

DWG SET No.	DISPLN	DWG TYPE	SHEET No.	REV.
16018	C - SK - 18		01	

FOLDER: H:\CAD\1_DR\1_PUB\MCLEAN\ A3

REV	DATE	REVISION DETAILS	DWN
01	02/08/2016	ISSUED FOR WORKS AND URBAN DEVELOPMENT COMMITTEE APPROVAL	S.W.

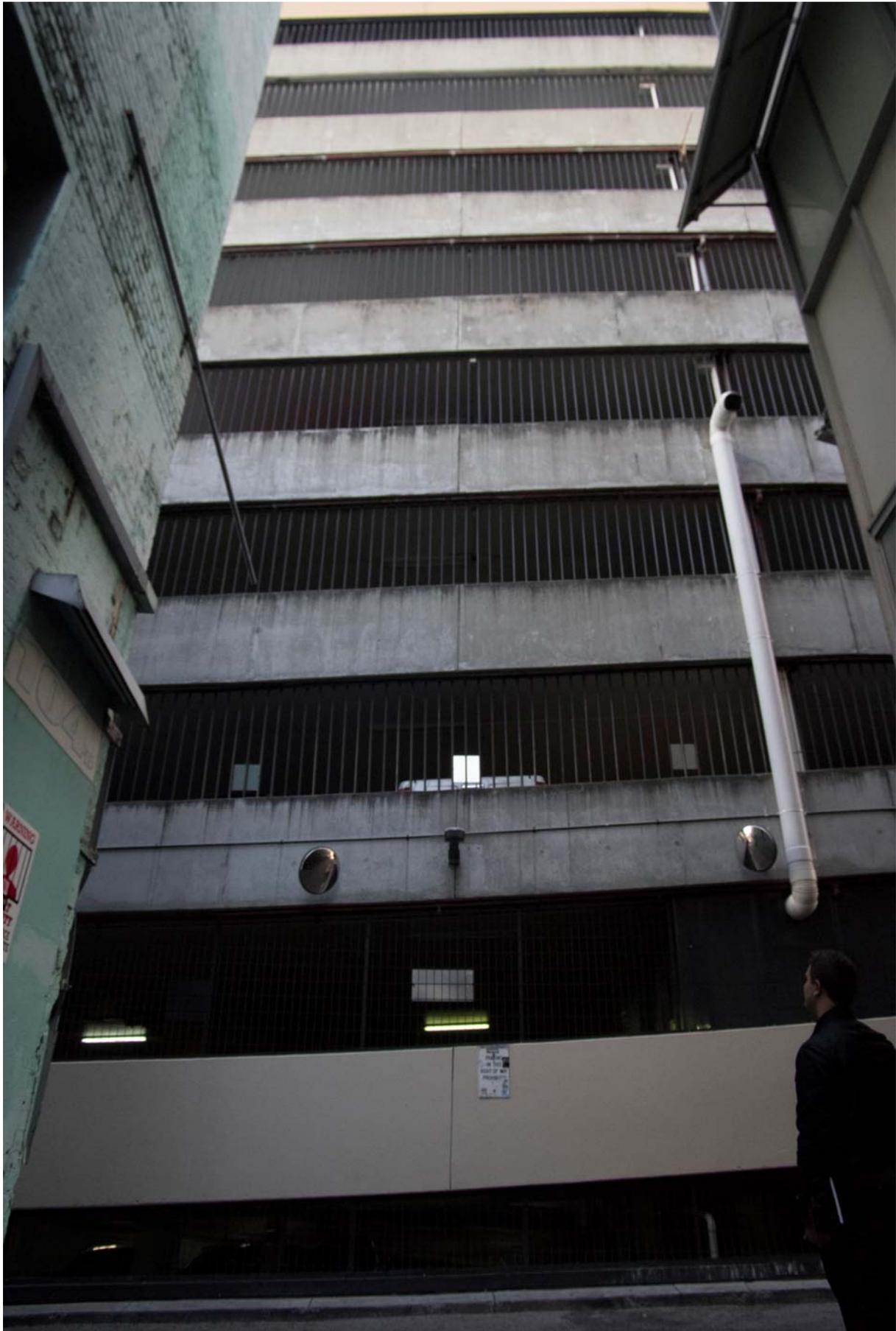
SCHEDULE 4

McLean Lane Final Concept Design – Description

The Final Concept Design is inspired by Robert (Bob) McLean’s second-hand furniture shop, which was located in the Lane in the 1920s. The key components of the enhancement are:

Surface treatment	<ul style="list-style-type: none"> • New black asphalt paving • A central drainage channel formed with granite cobble stones salvaged from the lane and excess cobble stones recovered from earlier laneway upgrades
Lighting	<ul style="list-style-type: none"> • Catenary lighting with colourful domestic-style lampshades reinterpreted using robust and long lasting anodised aluminium. • Wall-mounted gooseneck LED lamps for general lighting • Feature lighting of character architectural elements • A neon feature at a high level on the northern elevation of the Pier Street Car Park to draw attention to the lane from surrounding city areas
Events	<ul style="list-style-type: none"> • Water taps, sewer connections and 1- and 3-phase power for events
Drainage	<ul style="list-style-type: none"> • New stormwater drainage pipes and grates
Activation, Crime Prevention & Safety	<ul style="list-style-type: none"> • The below-ground stair well at the rear of the Pier Street Car Park are to be demolished and removed to eliminate opportunities for concealment, improve passive surveillance and maximise alfresco and event space • The owners of 100 Murray Street have agreed in principle to install a gate to the top of their driveway to restrict public access • Two new CCTV cameras to improve formal surveillance of the lane • New Wi-Fi points to extend the City’s free network
Public Artwork	<ul style="list-style-type: none"> • A colourful artwork on the western elevation of the Pier Street Car Park inspired by Bob McLean’s second-hand furniture shop • A mural on the northern elevation of the Padlock Building
Signage	<ul style="list-style-type: none"> • A large ‘McLean Lane’ sign at the Murray Street entrance to assist way-finding

SCHEDULE 5





ITEM NO: 5

PROPOSED ENHANCEMENTS TO THE CITY OF PERTH MEETING CYCLE (REVISED COUNCIL POLICY 3.6 – ANNUAL SCHEDULE OF COUNCIL AND COMMITTEE MEETINGS)

RECOMMENDATION:

(APPROVAL)

That Council endorses the revised Council Policy 3.6 – Annual Schedule of Council and Committee meetings as detailed in Schedule 6.

BACKGROUND:

FILE REFERENCE: P1028787
REPORTING UNIT: Governance
RESPONSIBLE DIRECTORATE: Corporate Services
DATE: 23 September 2016
MAP / SCHEDULE: Schedule 6 – Revised Council Policy 3.6 – Annual Schedule of Council and Committee Meetings
Schedule 7 – Proposed 2017 Meeting Cycle

The City of Perth currently runs a three weekly meeting cycle that has been established since 2004.

The nature and format of decision making has evolved and it is likely to continue to evolve as the pace of change increases and the City implements the organisation restructure as part of the new City of Perth.

Officers recommend that Council move to a four weekly meeting cycle that will deliver a better service to Elected Members as well as providing Officers with an improved medium to inform and seek guidance from Elected Members.

The proposed four weekly meeting cycle presents enhanced opportunities for Officers to obtain guidance from Elected Members on a range of matters which will enable projects to progress through the Committee and Council approval process more effectively.

LEGISLATION / STRATEGIC PLAN / POLICY:

Legislation Sections 5.3 and 5.4 of the *Local Government Act 1995*
Regulation 12 of the Local Government (Administration)
Regulations 1996

Strategic Community Plan

Council Four Year Priorities: Capable and Responsive Organisation

S18 Strengthen the capacity of the organisation

Policy

Policy No and Name: 3.6 – Annual Schedule of Council and Committee Meetings

DETAILS:

The City of Perth's current meeting cycle is detailed below:

Week 1

- Marketing Sponsorship & International Engagement Committee; and
- Works & Urban Development Committee.

Week 2

- Finance & Administration Committee;
- Planning Committee; and
- Design Advisory Committee.

Week 3

- Council Briefing Session; and
- Ordinary Council Meeting.

Other

- The CEO Performance Review Committee meets as required.
- The Audit and Risk Committee meet on a quarterly basis as required.

Over the years, the current meeting cycle has seen a reduction in the number of reports being presented to Council. This is the result of the introduction of a number of more effective governance practices in the organisation, which include:

Greater utilisation of Council Briefing Sessions

The use of Council Briefing Sessions allows Officers to inform and seek feedback from all Elected Members, as well as allowing Elected Members the opportunity to engage in group participation of important issues facing the City of Perth. Such feedback cannot be achieved at Committee meetings as only a third of Elected Members are in attendance.

Corporate Business Plan Reporting

The introduction of the Integrated Planning and Reporting Framework includes quarterly updates of the Corporate Business Plan to Elected Members detailing the progress of operational and capital projects. This has included Elected Member Strategy sessions and priority setting.

Enhanced Policy Making

Council is establishing greater policy development, allowing Officers to make decisions with certain parameters, thus removing the need for Committee consideration if it is in compliance with the policy.

Elected Member Portal

Information items, such as routine information reports and correspondence, are now presented on the Elected Member Portal. It is proposed to undertake further enhancements to the Elected Member Portal over the course of the next 12 months.

Impact of Influences

The above influences have resulted in some Committee Meetings having to be cancelled or holding Committee meetings with only a small number of items for Committee's consideration.

This has also seen an increasing trend of Committee Meetings being cancelled as a result of the limited number of reports.

The City of Perth has achieved a level of effectiveness that requires the meeting process to adapt to the needs of the organisation and its Elected Members. If left unchanged, the City will see an increased number of Committee Meeting cancellations and reduced number of matters in which Council meets to consider items. This would not serve in the best interests of the Community and Elected Members.

Proposed Change

Proposed Four Weekly Meeting Cycle

Week 1

Council Briefing Session (2 Hours)

Week 2

- Marketing Sponsorship & International Engagement Committee; and
- Works & Urban Development Committee.

Week 3

- Finance & Administration Committee;
- Planning Committee; and
- Design Advisory Committee.

Week 4

- Council Briefing Session (1 hour); and
- Ordinary Council Meeting.

Other

- The CEO Performance Review Committee meets as required.
- The Audit and Risk Committee meet on a quarterly basis as required.

The benefits of undertaking such a meeting cycle include:

Increase in Council Briefing Sessions

The request to inform and seek guidance from Elected Members by way of Council Briefings has exceeded the amount of time available.

In the City of Melbourne Organisational Capability Review – May 2015, one of the findings to enhance the organisation was the introduction of more “*front-end discussion by the executive with Councillors, before organisational work is undertaken on Council reports*”. Improved input from Elected Members early on in a subject matter reduces the risk of the matter being deferred or rejected by Council at the time of formal decision making.

With the addition of another dedicated Briefing Session, Officers will have greater opportunities to present to Elected Members. The current schedule only allows for one Briefing Session to be held during the current meeting cycle, which has lead to a Business Unit wait time of up to four months. Often this delay impacts on a Business Units projects and the intended information sharing is done through inconsistent communication methods.

Briefings are an invaluable tool for both Officers and Elected Members, whilst it is not a decision making forum it can assist in shaping policy or direction setting on projects prior to a formal decision of Council.

The introduction of a four weekly cycle will allow for increased presentations and dialogue with key stakeholders, and also allow extra capacity for Elected Members to provide guidance on briefings they wish to be held with other important stakeholders.

Prevention of Meeting Cycle Overlap

Officers are currently faced with a meeting cycle overlap between one Council Meeting Cycle and the next. A four weekly meeting cycle prevents this overlap, and

additionally allows time for some items deferred by Council to be considered with sufficient time before the next meeting cycle. Often this option is not available under the current three weekly cycle.

Greater planning for Sister City Delegations

Current inbound and outbound Sister City delegations are impacting on the existing meeting cycle. As there are no gaps within the three weekly cycle, there is no other option other than to cancel or defer Committee Meetings. A four weekly cycle allows for the organisation to utilise where appropriate the first week of the meeting cycle, which would therefore not impact Committee or Council meeting dates.

FINANCIAL IMPLICATIONS:

There will be minor operational savings from this proposal.

COMMENTS:

A transition to a four weekly cycle will have positive benefits for both Elected Members and Officers. The current system should be improved in order to effectively facilitate the expanding needs of the organisation, and reducing the risk of not providing a consistent decision making and communication process to Elected Members.

The change in Council Meeting cycles will result in meetings being better utilised and more importantly it will result in a greater number of briefings to Elected Members, allowing them to be informed on important issues regarding the City.

The change to a four weekly meeting cycle will give the organisation greater capacity to serve Councils Elected Members.

The majority of large Metropolitan Local Governments either operate on a four weekly cycle or a monthly cycle (examples include South Perth, Vincent, Belmont, Melville, Stirling and Wanneroo).

Should a four weekly cycle be considered suitable, it would be intended to be introduced from January 2017, therefore allowing Officers sufficient time to adjust project planning timeframes and for effective communication to the community.

CP 3.6 Annual Schedule of Council and Committee Meetings

POLICY OBJECTIVE

Establishes the principles and method by which the City determines the annual schedule of meetings for Committees and Council of the City of Perth.

POLICY STATEMENT

1. LEGISLATIVE BACKGROUND

Local Government (Administration) Regulation 12 requires the City to, at least once each year, give local public notice of the date, time and place over the ensuing 12-months for scheduled meetings of Council and its Committees which are open to the public.

The City is also required to give local public notice of any special meeting scheduled of Committees (public) or Council as well as when a Committee or Council meeting is cancelled.

2. STANDING AND OCCASIONAL COMMITTEES OF COUNCIL

- (1) Standing Committees of Council are established to manage specified ongoing and routine business of the City of Perth; therefore meetings are scheduled within a regular recurring cycle.
- (2) Occasional Committees of Council are established to deal with specified business of the City of Perth which occurs infrequently and therefore does not require a regular meeting cycle i.e. meetings are scheduled on an “as required” basis.

2.1 Meeting Cycle Principles

- (1) Four Week Cycle within a Calendar Year
Meetings of Standing Committees and Council are to be scheduled within a continuous four week cycle within each calendar year:
 - a. Elected Member Briefings are to be scheduled on Tuesdays in the first week of the cycle; and
 - b. Standing Committees of Council meetings are to be scheduled on Tuesdays in weeks two and three of the cycle; and
 - c. Council meetings are to be scheduled on Tuesdays in the fourth week of the cycle; and
 - d. the first meeting cycle within each Calendar year is to be scheduled to commence on the third Tuesday in January; and
 - e. the cycle is to be continuous throughout the year until at least one Council meeting is scheduled in December.

CP 3.6 Annual Schedule of Council and Committee Meetings

- (2) Public Holiday Variation
Where a public holiday falls on a nominated meeting day within the regular four week cycle, the meeting/s are to be scheduled on the next available business day.
- (3) Special Meetings
Special meetings of Committees and Council are to be scheduled on an “as required” basis and are to be called and convened in accordance with the requirements of the *Local Government Act 1995*.
- (4) Standing and Occasional Committees and Council Meeting Sequence and Times
The following list is the preferred sequence of Standing and Occasional Committee and Council meetings within the four week cycle:

Standing Committee Name:	4-Week Cycle - Day / Time:
Elected Member Briefing	Week 1 – Tuesday – 4.00pm
Marketing, Sponsorship and International Engagement	Week 2 – Tuesday – 4.00pm
Works and Urban Development	Week 2 – Tuesday – 5.30pm
Finance and Administration	Week 3 – Tuesday – 4.00pm
Planning	Week 3 – Tuesday – 5.30pm
Design Advisory	Week 3 – Thursday – 4.00pm
Occasional Committee Name:	
CEO Performance Review	As required
Audit and Risk	As required, but in any case at least quarterly
Elected Member Briefing	Week 4 – Tuesday – 4.00pm
COUNCIL	Week 4 – Tuesday – 6.00pm

- (5) Where it is not reasonable for this policy to apply in determining the meeting schedule, then a resolution of Council is required.

Document Control Box							
Document Responsibilities:							
Custodian:	Manager Governance	Custodian Unit:	Governance				
Decision Maker:	Council						
Compliance Requirements:							
Legislation:	Section 5.3 and 5.4 of the <i>Local Government Act 1995</i> Regulation 12 of the <i>Local Government (Administration) Regulations 1996</i>						
Industry:	Nil.						
Organisational:	Nil.						
Document Management:							
Risk Rating:	Insignificant	Review Frequency:	Triennial	Next Due:	2017	TRIM Ref:	75522/04
Version #	Decision Reference:	Synopsis:					
1.	OCM 26/08/14 367/14	New Council Policy 3.6					
2.							

SCHEDULE 7

Council and Committee Meeting Dates - 2017

JANUARY 2017							FEBRUARY 2017							MARCH 2017							APRIL 2017							Public Holidays	
Su	M	T	W	TH	F	Sa	Su	M	T	W	TH	F	Sa	Su	M	T	W	TH	F	Sa	Su	M	T	W	TH	F	Sa		
1	2	3	4	5	6	7				1	2	3	4				1	2	3	4							1	1/01/2017 - New Years Day	
8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11	2	3	4	5	6	7	8	2/01/2017 - New Years Day	
15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18	9	10	11	12	13	14	15	26/01/2017 - Australia Day	
22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25	16	17	18	19	20	21	22	6/03/2017 - Labour Day	
29	30	31					26	27	28					26	27	28	29	30	31	23	24	25	26	27	28	29	14/04/2017 - Good Friday		
																					30							16/04/2017 - Easter Day	
																												17/04/2017 - Easter Monday	
																												25/04/2017 - Anzac Day	
																												5/06/2017 - WA Day	
											1	2	3							1								25/09/2017 - Queens Birthday	
	1	2	3	4	5	6	4	5	6	7	8	9	10	2	3	4	5	6	7	8				1	2	3	4	5	25/12/2017 - Christmas Day
7	8	9	10	11	12	13	11	12	13	14	15	16	17	9	10	11	12	13	14	15	6	7	8	9	10	11	12	26/12/2017 - Boxing Day	
14	15	16	17	18	19	20	18	19	20	21	22	23	24	16	17	18	19	20	21	22	13	14	15	16	17	18	19		
21	22	23	24	25	26	27	25	26	27	28	29	30	23	24	25	26	27	28	29	20	21	22	23	24	25	26			
28	29	30	31											30	31						27	28	29	30	31			21/10/2017 - Election Day	
																												24/10/2017 - Special Council	