

ATTACHMENTS

Ordinary Council Meeting

23 August 2016

ATTACHMENTS TO AGENDA ITEMS

Ordinary Council Meeting - 23 August 2016

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NOTES

Council Agenda Briefing 16 August 2016

Venue: Council Chamber
Date: Tuesday 16 August 2016
Time: 5.30pm

Declaration of Opening

The Presiding Member opened the Agenda Briefing at 5.31pm and welcomed everyone in attendance.

Attendance

Mayor Sue Doherty Mayor (Presiding Member)

Elected Members

Cr Glenn Cridland	Como Ward
Cr Colin Cala	Manning Ward
Cr Sharron Hawkins-Zeeb	Manning Ward (arrived at 5.43pm)
Cr Travis Burrows	Moresby Ward
Cr Fiona Reid	Moresby Ward
Cr Cheryle Irons	Mill Point Ward
Cr Ken Manolas	Mill Point Ward

Officers

Mr Geoff Glass	Chief Executive Officer
Mr Mark Taylor	Director Infrastructure Services
Ms Vicki Lummer	Director Development and Community Services
Mr Phil McQue	Manager Governance and Administration
Ms Deborah Gray	Manager Financial Services
Ms Sharron Kent	Governance Officer

Gallery

There were two members of the public and no members of the press present.

Apologies

Mr Michael Kent Director Financial and Information Services

Leave of Absence

Cr Jessica Black Como Ward

Announcement from Presiding Member

The Presiding Member announced to Council that former Councillor Betty Skinner had recently passed away and her time at the City of South Perth will be reflected upon at the Ordinary Council meeting of 23 August 2016.

Audio Recording of Council Meeting

The Presiding Member advised that the Agenda Briefing was being audio recorded in accordance with Council Policy P673 and Clause 6.15 of the Standing Orders Local Law.

Declarations of Interest

Notice of Declarations of Interest were received from:

- Councillor Fiona Reid in relation to Item 10.0.1; and
- Councillor Travis Burrows in relation to Item 10.0.1

These Declaration will be received at the Ordinary Council meeting.

Cr Glenn Cridland acknowledgement involvement in South Perth community groups but considered a Declaration not warranted for Item 10.0.1.

Deputations

No Requests for a Deputation to Address Council were received.

August 2016 Draft Reports

The Chief Executive Officer, Mr Geoff Glass gave a brief summary of the August 2016 Agenda Items to be considered by Council:

10.1.1 Community Sporting and Recreation Facilities Fund - Annual/Forward Planning Grants

The purpose of this report is to consider an application for the 2017/2018 Community Sporting Recreation Facilities Fund (CSRFF) Annual Forward Planning Grants.

10.6.1 Monthly Financial Management Accounts – July 2016

This report presents to Council the monthly management account summaries comparing the City's actual performance against budget expectations.

10.6.2 Statement of Funds, Investments and Debtors at 31 July 2016

This report presents to Council a statement summarising the effectiveness of treasury management for the month.

10.6.3 Listing of Payments

This report presents to Council a list of accounts paid under delegated authority between 1 July 2016 and 31 July 2016.

10.6.4 Proposed Council Meeting Schedule – 2017

The report seeks Council's consideration of the City of South Perth's draft meeting schedule for the period January - December 2017.

10.7.1 Recommendations of the Audit, Risk and Governance Committee Meeting - 9 August 2016

The purpose of this report is to provide the recommendations from the Audit, Risk and Governance Committee meeting held on 9 August 2016 for Council's consideration.

Other Business

Councillor Colin Cala gave notice that he intends to move a Motion at the Ordinary Council Meeting scheduled for 23 August 2016 in relation to *a review of the delegation framework for planning applications*.

Closing

The Presiding Member closed the Agenda Briefing at 5.43pm pm and thanked everyone for their attendance.

DELEGATES' REPORT

Rivers Regional Council - Ordinary Council Meeting

Venue: City of South Perth
Date: Thursday 16 June 2016 – 6.45pm
Delegates: Councillor Fiona Reid
Councillor Ken Manolas (Deputy Member)

The Rivers Regional Council (RRC) meeting was held at the City of South Perth on Thursday 16 April 2016, commencing at 6.45pm. The meeting concluded at 8.12pm.

The Agenda (refer to attached Table of Contents) contained a number of routine items. For ease, the main items discussed by the Council are outlined in the table below:

Item 14.1	Payments for the Period 1 April 2016 to 31 May 2016
Item 14.2	Financial Report for the Period 1 April 2016 to 31 May 2016
Item 14.3	Draft Budget 2016/2017
Item 14.4	Regional Waste Education Coordinator (RWEC) - Progress Report
Item 14.5	CEO - Activity Update
Item 17.1	Request that the Views of Member Councils be Sought (Hon Cr Fred Riebeling)
Item 19.1	Contract – Receipt and Processing of Waste for Resource Recovery
Item 19.2	Chief Executive Officer – Committee Report 2016 (Annual Appraisal)

The Council adopted the recommendations for Items 14.1, 14.2 and 14.5 through to Item 19.2. An alternative motion for Item 14.3 was adopted (9/2).

The Minutes of the meeting are available to be read in full on iCouncil.

**RIVERS REGIONAL COUNCIL - ORDINARY MEETING
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DELEGATES' REPORT

Rivers Regional Council - Special Council Meeting

Venue: Shire of Serpentine Jarrahdale
Date: Thursday 21 July 2016 – 6.45pm

Delegates: Councillor Fiona Reid
Councillor Travis Burrows

The Rivers Regional Council (RRC) Special Council meeting was held at the Shire of Serpentine Jarrahdale on Thursday 21 July 2016, commencing at 6.45pm. The meeting concluded at 7.00pm.

The Agenda (refer to attached Table of Contents) contained a number of routine items. For ease, the main items discussed by the Council are outlined in the table below:

Item 5.2	Future Direction RRC and CEO Recruitment
Item 7.1	Draft Budget 2016/2017

The Council adopted the recommendation for Items 5.2 and 7.1.

The Minutes of the meeting are available to be read in full on iCouncil.

**RIVERS REGIONAL COUNCIL – SPECIAL COUNCIL MEETING
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CITY OF SOUTH PERTH
STATEMENT OF FINANCIAL POSITION AS AT 31 JULY 2016

	2017 YTD \$	2016 YTD \$	2016 \$
CURRENT ASSETS			
Cash	897,367	4,170,849	3,721,908
Investments	65,109,197	67,431,532	63,782,992
Receivables	39,536,427	37,599,638	1,628,922
Inventories	126,477	105,147	129,768
Inventories - Assets Held for Sale	134,792	2,180,348	134,792
Other Current Assets	1,533,256	1,489,753	701,977
TOTAL CURRENT ASSETS	\$ 107,337,517	\$ 112,977,267	\$ 70,100,358
NON-CURRENT ASSETS			
Receivables	1,757,523	2,030,980	1,822,443
Inventories - Assets Held for Sale	946,464	946,464	946,464
Investments	226,041	284,205	226,041
Property, Plant and Equipment	366,359,774	368,082,798	366,359,774
Infrastructure	238,399,679	244,849,679	238,399,679
Intangibles	553,731	623,278	553,731
TOTAL NON-CURRENT ASSETS	\$ 608,243,212	\$ 616,817,404	\$ 608,308,132
TOTAL ASSETS	\$ 715,580,729	\$ 729,794,672	\$ 678,408,491
CURRENT LIABILITIES			
Payables	3,661,016	5,681,330	3,785,600
Interest Bearing Loans and Borrowings	1,185,774	968,228	1,392,360
Provisions	4,173,795	4,061,402	4,144,407
TOTAL CURRENT LIABILITIES	\$ 9,020,585	\$ 10,710,959	\$ 9,322,367
NON-CURRENT LIABILITIES			
Payables	941,876	631,266	919,626
Interest Bearing Loans and Borrowings	11,689,036	8,081,397	11,689,036
CPV Leaseholder Liability	30,195,876	29,597,848	29,940,576
Provisions	284,648	284,648	284,648
TOTAL NON-CURRENT LIABILITIES	\$ 43,111,436	\$ 38,595,158	\$ 42,833,886
TOTAL LIABILITIES	\$ 52,132,021	\$ 49,306,118	\$ 52,156,254
NET ASSETS	\$ 663,448,708	\$ 680,488,554	\$ 626,252,237
EQUITY			
Retained Surplus	136,741,409	146,871,833	100,030,044
Reserves	526,707,299	533,616,721	526,222,193
TOTAL EQUITY	\$ 663,448,708	\$ 680,488,554	\$ 626,252,237

**CITY OF SOUTH PERTH
STATEMENT OF CHANGE IN EQUITY
AS AT 31 JULY 2016**

	2017 YTD	2016 YTD	2016
	\$	\$	\$
RESERVES			
Cash Backed			
Balance at beginning of reporting period	51,759,380	59,329,041	59,329,041
Aggregate transfers to Retained Earnings	(401,700)	(4,260,917)	(20,283,414)
Aggregate transfers from Retained Earnings	886,805	4,085,783	12,713,753
Balance at end of reporting period	<u>\$ 52,244,485</u>	<u>\$ 59,153,907</u>	<u>\$ 51,759,380</u>
Non - Cash Backed			
Asset Revaluation Reserve	474,462,814	474,462,814	474,462,814
Balance at end of reporting period	<u>\$ 474,462,814</u>	<u>\$ 474,462,814</u>	<u>\$ 474,462,814</u>
TOTAL RESERVES	<u>\$ 526,707,299</u>	<u>\$ 533,616,721</u>	<u>\$ 526,222,193</u>
RETAINED EARNINGS			
Balance at beginning of reporting period	100,030,044	110,437,627	110,437,627
Initial adjustments to comply with accounting standards	-	-	-
Change in Net Assets from Operations	37,196,470	36,259,072	(17,977,245)
Aggregate transfers to Reserves	(886,805)	(4,085,783)	(12,713,753)
Aggregate transfers from Reserves	401,700	4,260,917	20,283,414
Balance at end of reporting period	<u>\$ 136,741,409</u>	<u>\$ 146,871,833</u>	<u>\$ 100,030,044</u>
TOTAL EQUITY	<u>\$ 663,448,708</u>	<u>\$ 680,488,554</u>	<u>\$ 626,252,237</u>

CITY OF SOUTH PERTH
2016/2017 - OPERATING REVENUE & EXPENDITURE - BUDGET VERSUS ACTUAL
July-2016

Attachment 10.6.1 (c)

Key Responsibility Areas	Month Budget	Month Actual	Variance \$	Var F/U	Var %	YTD Budget	YTD Actual	Variance \$	Var F/U	Var %	Total Budget
REVENUE											
Chief Executive's Office											
City Administration	0	0	0	U		0	0	0	U		0
Organisational Performance	0	0	0	U		0	0	0	U		0
Human Resources Admin Revenue	0	0	0	U		0	0	0	U		0
Governance Admin	0	0	0	U		0	0	0	U		18,000
Ranger Services											
Animal Control	4,800	4,713	87	U	2	4,800	4,713	87	U	2	98,250
Fire Prevention	0	0	0	U		0	0	0	U		1,500
Parking Management	120,200	140,400	20,200	F	17	120,200	140,400	20,200	F	17	1,713,000
District Rangers	250	916	666	F	266	250	916	666	F	266	12,500
Sub Total Revenue - Ranger Services	125,250	146,029	20,779	F	17	125,250	146,029	20,779	F	17	1,825,250
Total Revenue - Governance & Administration	125,250	146,029	20,779	F	17	125,250	146,029	20,779	F	17	1,843,250
Total Revenue - Chief Executive's Office	125,250	146,029	20,779	F	17	125,250	146,029	20,779	F	17	1,843,250
Corporate Capacity (Finance & Information Services)											
Directorate Administration	0	0	0	U		0	0	0	U		0
Financial Services											
Treasury Management	0	1,241	1,241	F		0	1,241	1,241	F		1,004,781
Investment Activities	220,770	228,410	7,640	F	3	220,770	228,410	7,640	F	3	2,798,071
Rating Activities	34,218,790	34,266,349	47,559	F	0	34,218,790	34,266,349	47,559	F	0	34,885,590
Property Management	72,500	69,045	3,455	U	5	72,500	69,045	3,455	U	5	431,700
Total Revenue - Financial Services	34,512,060	34,565,045	52,985	F	0	34,512,060	34,565,045	52,985	F	0	39,120,142
Information Services											
Information Technology	0	0	0	U		0	0	0	U		17,000
Records Management	0	0	0	U		0	0	0	U		0
Total Revenue - Information Services	0	0	0	U		0	0	0	U		17,000
Total Revenue - Corporate Capacity	34,512,060	34,565,045	52,985	F	0	34,512,060	34,565,045	52,985	F	0	39,137,142

CITY OF SOUTH PERTH
2016/2017 - OPERATING REVENUE & EXPENDITURE - BUDGET VERSUS ACTUAL
July-2016

Attachment 10.6.1 (c)

Key Responsibility Areas	Month Budget	Month Actual	Variance \$	Var F/U	Var %	YTD Budget	YTD Actual	Variance \$	Var F/U	Var %	Total Budget
Community Services											
Directorate Administration	0	0	0	U		0	0	0	U		0
Community, Culture & Recreation											
Administration	250	386	136	F	55	250	386	136	F	55	12,000
Safer City Program	0	0	0	U		0	0	0	U		0
Senior Citizens	0	0	0	U		0	0	0	U		0
Cultural Development											
Major Events	0	0	0	U		0	0	0	U		307,500
Community Events	0	2,250	2,250	F		0	2,250	2,250	F		19,000
Summer Events Program	0	0	0	U		0	0	0	U		40,000
Facility Bookings & Recreation Revenue											
George Burnett Leisure Centre Revenue	47,500	51,726	4,226	F	9	47,500	51,726	4,226	F	9	244,500
Halls & Public Buildings	29,600	39,227	9,627	F	33	29,600	39,227	9,627	F	33	233,500
Total Revenue - Community, Culture & Recreation	77,350	93,590	16,240	F	21	77,350	93,590	16,240	F	21	856,500
Collier Park Retirement Complex											
Collier Park Village	136,590	134,784	1,806	U	1	136,590	134,784	1,806	U	1	1,114,492
Collier Park Community Centre	480	455	25	U	5	480	455	25	U	5	5,750
Total Revenue - Collier Park Village	137,070	135,238	1,832	U	1	137,070	135,238	1,832	U	1	1,120,242
Library Services											
Administration	2,210	2,345	135	F	6	2,210	2,345	135	F	6	33,500
Civic Centre Library	1,050	992	58	U	6	1,050	992	58	U	6	12,500
Manning Library	250	434	184	F	74	250	434	184	F	74	3,250
Old Mill	200	271	71	F	36	200	271	71	F	36	2,500
Total Revenue - Library Services	3,710	4,042	332	F	9	3,710	4,042	332	F	9	51,750
Total Revenue - Community Services	218,130	232,870	14,740	F	7	218,130	232,870	14,740	F	7	2,028,492
Development Services											
Directorate Administration	0	0	0	U		0	0	0	U		24,000
Statutory Planning	75,000	38,894	36,106	U	48	75,000	38,894	36,106	U	48	868,000
Building Services	99,805	76,661	23,144	U	23	99,805	76,661	23,144	U	23	544,000
Environmental Health Services	97,375	86,018	11,357	U	12	97,375	86,018	11,357	U	12	127,000
Total Revenue - Development Services	272,180	201,573	70,607	U	26	272,180	201,573	70,607	U	26	1,563,000
TOTAL REVENUE - ADMIN BUSINESS UNITS	35,127,620	35,145,516	17,896	F	0	35,127,620	35,145,516	17,896	F	0	44,571,884

CITY OF SOUTH PERTH
2016/2017 - OPERATING REVENUE & EXPENDITURE - BUDGET VERSUS ACTUAL
July-2016

Attachment 10.6.1 (c)

Key Responsibility Areas	Month Budget	Month Actual	Variance \$	Var F/U	Var %	YTD Budget	YTD Actual	Variance \$	Var F/U	Var %	Total Budget
EXPENDITURE											
Chief Executive's Office											
City Administration											
Corporate Support	61,715	52,344	9,371	F	15	61,715	52,344	9,371	F	15	970,273
Building Operating Costs	11,785	7,115	4,670	F	40	11,785	7,115	4,670	F	40	75,612
Organisational Performance	9,660	7,775	1,885	F	20	9,660	7,775	1,885	F	20	150,974
Human Resources Administration	26,425	39,589	13,164	U	50	26,425	39,589	13,164	U	50	265,919
Total Expense - City Administration	109,585	106,823	2,762	F	3	109,585	106,823	2,762	F	3	1,462,778
Governance Admin	43,595	22,979	20,616	F	47	43,595	22,979	20,616	F	47	586,665
Governance - Elected Members	112,750	102,594	10,156	F	9	112,750	102,594	10,156	F	9	1,521,123
Marketing & Communications											
Community Promotions	82,545	80,582	1,963	F	2	82,545	80,582	1,963	F	2	734,010
Publications	9,625	9,757	132	U	1	9,625	9,757	132	U	1	157,500
Ranger Services											
Animal Control	24,608	25,297	689	U	3	24,608	25,297	689	U	3	315,006
Fire Prevention	46,395	43,686	2,709	F	6	46,395	43,686	2,709	F	6	101,313
Parking Management	61,665	53,376	8,289	F	13	61,665	53,376	8,289	F	13	890,700
District Rangers	27,125	28,765	1,640	U	6	27,125	28,765	1,640	U	6	328,468
Other Law & Order	0	0	0	F		0	0	0	F		6,000
Total Expense - Ranger Services	159,793	151,124	8,669	F	5	159,793	151,124	8,669	F	5	1,641,487
Total Expense - Governance	408,308	367,036	41,272	F	10	408,308	367,036	41,272	F	10	4,640,785
Total Expense - Chief Executive's Office	517,893	473,860	44,033	F	9	517,893	473,860	44,033	F	9	6,103,563
Corporate Capacity (Finance & Information Services)											
Administration	17,750	18,035	285	U	2	17,750	18,035	285	U	2	246,074
Financial Services											
Treasury Management	15,010	17,893	2,883	U	19	15,010	17,893	2,883	U	19	540,632
Rating Activities	121,330	110,687	10,643	F	9	121,330	110,687	10,643	F	9	379,845
Investment Activities	59,500	58,236	1,264	F	2	59,500	58,236	1,264	F	2	470,115
Property Management	11,350	8,058	3,292	F	29	11,350	8,058	3,292	F	29	168,250
Total Expense - Financial Services	224,940	212,908	12,032	F	5	224,940	212,908	12,032	F	5	1,804,916
Information Technology	39,875	58,182	18,307	U	46	39,875	58,182	18,307	U	46	872,724
Records Management	12,750	11,723	1,027	F	8	12,750	11,723	1,027	F	8	211,931
Customer Services Team	23,110	24,296	1,186	U	5	23,110	24,296	1,186	U	5	397,443
Total Expense - Corporate Capacity	300,675	307,110	6,435	U	2	300,675	307,110	6,435	U	2	3,287,014

CITY OF SOUTH PERTH
2016/2017 - OPERATING REVENUE & EXPENDITURE - BUDGET VERSUS ACTUAL
July-2016

Attachment 10.6.1 (c)

Key Responsibility Areas	Month Budget	Month Actual	Variance \$	Var F/U	Var %	YTD Budget	YTD Actual	Variance \$	Var F/U	Var %	Total Budget
Community Services											
Directorate Administration	2,620	6,256	3,636	U	139	2,620	6,256	3,636	U	139	138,080
Community, Culture & Recreation											
Community Development											
Administration	57,530	61,073	3,543	U	6	57,530	61,073	3,543	U	6	732,974
Donations	5,000	1,500	3,500	F	70	5,000	1,500	3,500	F	70	175,000
Safer City Program	3,670	2,605	1,065	F	29	3,670	2,605	1,065	F	29	54,566
Senior Citizens	37,930	35,616	2,314	F	6	37,930	35,616	2,314	F	6	457,747
Total Expense - Community Development	104,130	100,793	3,337	F	3	104,130	100,793	3,337	F	3	1,420,287
Cultural Development											
Major Events Expense	0	0	0	F		0	0	0	F		910,000
Summer Events Program	800	730	70	F	9	800	730	70	F	9	289,568
Community Events	29,805	27,459	2,346	F	8	29,805	27,459	2,346	F	8	540,938
Civic Functions	4,650	5,022	372	U	8	4,650	5,022	372	U	8	87,791
Total Expense - Cultural Development	35,255	33,212	2,043	F	6	35,255	33,212	2,043	F	6	1,828,297
Recreation											
George Burnett Leisure Centre	35,930	33,043	2,887	F	8	35,930	33,043	2,887	F	8	505,085
Total Expense - Recreation & Leisure	35,930	33,043	2,887	F	8	35,930	33,043	2,887	F	8	505,085
Facility Hire											
Bookings Office	25,425	26,935	1,510	U	6	25,425	26,935	1,510	U	6	315,046
Halls & Public Buildings	36,485	33,646	2,839	F	8	36,485	33,646	2,839	F	8	685,318
Total Expense - Facility Hire	61,910	60,581	1,329	F	2	61,910	60,581	1,329	F	2	1,000,364
Total Expense - Community, Culture & Recreation	237,225	227,630	9,595	F	4	237,225	227,630	9,595	F	4	4,754,033
Collier Park Retirement Complex											
Collier Park Village	152,365	142,012	10,353	F	7	152,365	142,012	10,353	F	7	1,978,199
Collier Park Hostel	0	0	0	F		0	0	0	F		0
Collier Park Community Centre	200	150	50	F	25	200	150	50	F	25	2,400
Total Expense - Collier Park Complex	152,565	142,162	10,403	F	7	152,565	142,162	10,403	F	7	1,980,599
Library Services											
Library Administration	75,260	66,860	8,400	F	11	75,260	66,860	8,400	F	11	1,055,499
Civic Centre Library	63,425	64,529	1,104	U	2	63,425	64,529	1,104	U	2	922,562
Manning Library	31,715	31,557	158	F	0	31,715	31,557	158	F	0	489,880
Local Studies Collection	0	102	102	U		0	102	102	U		10,000
Old Mill	4,495	5,216	721	U	16	4,495	5,216	721	U	16	58,989
Total Expense - Library Services	174,895	168,264	6,631	F	4	174,895	168,264	6,631	F	4	2,536,930
Total Expense - Community Services	567,305	544,311	22,994	F	4	567,305	544,311	22,994	F	4	9,409,642

2.04

CITY OF SOUTH PERTH
2016/2017 - OPERATING REVENUE & EXPENDITURE - BUDGET VERSUS ACTUAL
July-2016

Attachment 10.6.1 (c)

Key Responsibility Areas	Month Budget	Month Actual	Variance \$	Var F/U	Var %	YTD Budget	YTD Actual	Variance \$	Var F/U	Var %	Total Budget
Development Services											
Directorate Administration	14,005	4,131	9,874	F	71	14,005	4,131	9,874	F	71	214,331
Strategic Planning	30,185	25,321	4,864	F	16	30,185	25,321	4,864	F	16	501,330
Statutory Planning	126,625	121,648	4,977	F	4	126,625	121,648	4,977	F	4	1,592,599
Compliance Unit	1,715	8,173	6,458	U	377	1,715	8,173	6,458	U	377	191,352
Building Services	56,330	39,705	16,625	F	30	56,330	39,705	16,625	F	30	590,984
Health & Regulatory Services											
Administration	37,365	37,474	109	U	0	37,365	37,474	109	U	0	473,097
Infant Health Services	1,120	1,071	49	F	4	1,120	1,071	49	F	4	9,250
Preventative Services	40	11	29	F	73	40	11	29	F	73	63,000
Other Sanitation	0	0	0	F		0	0	0	F		0
Total Expense - Health Services	38,525	38,556	31	U	0	38,525	38,556	31	U	0	545,347
Total Expense - Development Services	267,385	237,535	29,850	F	11	267,385	237,535	29,850	F	11	3,635,943
TOTAL EXPENDITURE - ADMIN BUSINESS UNITS	1,653,258	1,562,815	90,443	F	5	1,653,258	1,562,815	90,443	F	5	22,436,162

DIRECTORATE - INFRASTRUCTURE SERVICES
2016/2017 - BUDGETED OPERATING REVENUE & EXPENDITURE
July-2016

Attachment 10.6.1 (d)

Key Responsibility Areas	MONTH					YEAR TO DATE					Total Budget
	Month Budget	Month Actual	Variance \$	Var F/U	Var %	YTD Budget	YTD Actual	Variance \$	Var F/U	Var %	
REVENUE											
Infrastructure Support											
Administration Revenue	0	0	0	U		0	0	0	U		0
Total Revenue - Infrastructure Support	0	0	0	U		0	0	0	U		0
City Environment											
Contributions	22,500	24,371	1,871	F	8	22,500	24,371	1,871	F	8	250,000
Nursery Revenue	0	0	0	U		0	0	0	U		160,000
Asset Control Revenue	0	0	0	U		0	0	0	U		83,650
Environmental Services Revenue	0	224	224	F		0	224	224	F		5,000
Total Revenue - City Environment	22,500	24,595	2,095	F	9	22,500	24,595	2,095	F	9	498,650
Engineering Infrastructure											
Design Office Revenue	0	0	0	U		0	0	0	U		0
Construction & Maintenance											
Road Grants	0	0	0	U		0	0	0	U		489,330
Contributions to Works	0	455	455	F		0	455	455	F		60,000
Reinstatement Revenue	0	0	0	U		0	0	0	U		6,500
Crossover Revenue	7,700	15,040	7,340	F	95	7,700	15,040	7,340	F	95	85,000
Asset Control Revenue	1,000	0	1,000	U		1,000	0	1,000	U		17,300
Other Revenue	0	0	0	U		0	0	0	U		0
Sub Total - Construction & Maint	8,700	15,494	6,794	F	78	8,700	15,494	6,794	F	78	658,130
Total Revenue - Engineering Infrastructure	8,700	15,494	6,794	F	78	8,700	15,494	6,794	F	78	658,130
Waste Management											
Refuse Collection	4,725,278	4,699,397	25,881	U	1	4,725,278	4,699,397	25,881	U	1	4,920,588
Recycling	1,333,983	1,326,024	7,959	U	1	1,333,983	1,326,024	7,959	U	1	1,356,983
Total Revenue - Waste Management	6,059,261	6,025,420	33,841	U	1	6,059,261	6,025,420	33,841	U	1	6,277,571
Collier Park Golf Course											
Collier Park Golf Course - Revenue	224,620	220,768	3,852	U	2	224,620	220,768	3,852	U	2	2,820,430
Total Revenue - Collier Park Golf Course	224,620	220,768	3,852	U	2	224,620	220,768	3,852	U	2	2,820,430
TOTAL REV - INFRASTRUCTURE SERVICES	6,315,081	6,286,277	28,804	U	0	6,315,081	6,286,277	28,804	U	0	10,254,781

DIRECTORATE - INFRASTRUCTURE SERVICES
2016/2017 - BUDGETED OPERATING REVENUE & EXPENDITURE
July-2016

Attachment 10.6.1 (d)

Key Responsibility Areas	MONTH					YEAR TO DATE					Total Budget
	Month Budget	Month Actual	Variance \$	Var F/U	Var %	YTD Budget	YTD Actual	Variance \$	Var F/U	Var %	
EXPENDITURE											
Infrastructure Support & Administration											
Governance Cost	18,790	11,990	6,800	F	36	18,790	11,990	6,800	F	36	271,605
Asset Management	6,760	(1,930)	8,690	F		6,760	(1,930)	8,690	F		187,961
Total Expense - Infrastructure Support	25,550	10,060	15,490	F	61	25,550	10,060	15,490	F	61	459,566
City Environment											
Reserves & Parks Maintenance	357,950	226,842	131,108	F	37	357,950	226,842	131,108	F	37	4,185,003
Miscellaneous Parks Programmes	1,700	0	1,700	F		1,700	0	1,700	F		20,000
Grounds Maintenance	16,640	19,062	2,422	U	15	16,640	19,062	2,422	U	15	215,000
Streetscape Maintenance	130,000	151,290	21,290	U	16	130,000	151,290	21,290	U	16	2,146,000
Environmental Services	84,615	77,699	6,916	F	8	84,615	77,699	6,916	F	8	762,890
Plant Nursery	22,135	22,978	843	U	4	22,135	22,978	843	U	4	286,504
Overheads	144,190	180,367	36,177	U	25	144,190	180,367	36,177	U	25	1,710,591
Asset Holding Costs	0	0	0	F		0	0	0	F		1,200,000
Building Maintenance	42,525	20,947	21,578	F	51	42,525	20,947	21,578	F	51	573,345
Reserve Building Maintenance & Operations	15,050	12,028	3,022	F	20	15,050	12,028	3,022	F	20	131,250
Public Convenience Maintenance & Operations	17,165	13,930	3,235	F	19	17,165	13,930	3,235	F	19	194,000
Operations Centre Maintenance	11,790	13,456	1,666	U	14	11,790	13,456	1,666	U	14	147,500
Jetty Maintenance	500	1,915	1,415	U	283	500	1,915	1,415	U	283	13,000
Total Expense - City Environment	844,260	740,513	103,747	F	12	844,260	740,513	103,747	F	12	11,585,083
Collier Park Golf Course											
Collier Park Golf Course - Expense	167,140	163,515	3,625	F	2	167,140	163,515	3,625	F	2	2,352,913
Total Expense - Collier Park Golf Course	167,140	163,515	3,625	F	2	167,140	163,515	3,625	F	2	2,352,913
Waste Management											
Refuse Collection	308,920	310,178	1,258	U	0	308,920	310,178	1,258	U	0	4,847,058
Recycling	46,430	44,033	2,397	F	5	46,430	44,033	2,397	F	5	664,449
Transfer Station	59,565	63,686	4,121	U	7	59,565	63,686	4,121	U	7	734,664
Total Expense - Waste Management	414,915	417,897	2,982	U	1	414,915	417,897	2,982	U	1	6,246,171

DIRECTORATE - INFRASTRUCTURE SERVICES
2016/2017 - BUDGETED OPERATING REVENUE & EXPENDITURE
July-2016

Attachment 10.6.1 (d)

Key Responsibility Areas	MONTH					YEAR TO DATE					Total Budget
	Month Budget	Month Actual	Variance \$	Var F/U	Var %	YTD Budget	YTD Actual	Variance \$	Var F/U	Var %	
Engineering Infrastructure											
Design Office Overheads	21,450	17,758	3,692	F	17	21,450	17,758	3,692	F	17	529,879
Sub Total - Design Office	21,450	17,758	3,692	F	17	21,450	17,758	3,692	F	17	529,879
Construction & Maintenance											
Reinstatements	5,000	3,500	1,500	F	30	5,000	3,500	1,500	F	30	25,000
Crossovers	8,750	3,445	5,305	F	61	8,750	3,445	5,305	F	61	105,000
Asset Holding Costs	0	0	0	F		0	0	0	F		5,150,000
Roads, Paths & Drains	216,830	208,640	8,190	F	4	216,830	208,640	8,190	F	4	3,021,000
Fleet Operations	38,845	54,077	15,232	U	39	38,845	54,077	15,232	U	39	813,595
Overheads	96,480	127,493	31,013	U	32	96,480	127,493	31,013	U	32	1,147,361
Sub Total - Construction & Maintenance	365,905	397,156	31,251	U	9	365,905	397,156	31,251	U	9	10,261,956
Total Expense - Engineering Infrastructure	387,355	414,914	27,559	U	7	387,355	414,914	27,559	U	7	10,791,835
TOTAL EXP - INFRASTRUCTURE SERVICES	1,839,220	1,746,898	92,322	F	5	1,839,220	1,746,898	92,322	F	5	31,435,568

CITY OF SOUTH PERTH
2016/2017 CAPITAL SUMMARY
July-2016

Attachment 10.6.1 (e)

Key Responsibility Areas	MONTH					YEAR TO DATE					Total Budget
	Month Budget	Month Actual	Variance \$	Var F/U	Var %	YTD Budget	YTD Actual	Variance \$	Var F/U	Var %	
CAPITAL REVENUE											
Major Non Infrastructure Projects											
Land Sales	0	0	0	U		0	0	0	U		1,865,208
Major Community Building Grants	0	0	0	U		0	0	0	U		0
Total Revenue - Major Projects	0	0	0	U		0	0	0	U		1,865,208
Organisational Capacity											
Financial Non Recurrent Revenue	0	0	0	U		0	0	0	U		0
Total Revenue - Organisational Capacity	0	0	0	U		0	0	0	U		0
Community Services											
Library Services	0	0	0	U		0	0	0	U		0
Total Revenue - Library Services	0	0	0	U		0	0	0	U		0
Collier Park Village	100,000	113,000	13,000	F	13	100,000	113,000	13,000	F	13	450,000
Total Revenue - Collier Park Village	100,000	113,000	13,000	F	13	100,000	113,000	13,000	F	13	450,000
Total Revenue - Community Services	100,000	113,000	13,000	F	13	100,000	113,000	13,000	F	13	450,000
Development Services											
Development Services	0	0	0	U		0	0	0	U		0
Total Revenue - Development Services	0	0	0	U		0	0	0	U		0
Collier Park Golf Course											
Collier Park Golf Course	0	0	0	U		0	0	0	U		0
Total Revenue - Collier Park Golf Course	0	0	0	U		0	0	0	U		0
Infrastructure Projects											
Roads, Paths & Drains	80,500	83,833	3,333	F	4	80,500	83,833	3,333	F	4	2,007,233
Traffic Management	0	0	0	U		0	0	0	U		0
City Environment	0	1,642	1,642	F		0	1,642	1,642	F		0
Building Management	0	0	0	U		0	0	0	U		700,000
Total Revenue - Infrastructure Projects	80,500	85,475	4,975	F	6	80,500	85,475	4,975	F	6	2,707,233
Underground Power											
Underground Power	0	0	0	U		0	0	0	U		0
Total Revenue - Underground Power	0	0	0	U		0	0	0	U		0
TOTAL CAPITAL REVENUE	180,500	198,475	17,975	F	10	180,500	198,475	17,975	F	10	5,022,441

4.01

CITY OF SOUTH PERTH
2016/2017 CAPITAL SUMMARY
July-2016

Attachment 10.6.1 (e)

Key Responsibility Areas	MONTH					YEAR TO DATE					Total Budget
	Month Budget	Month Actual	Variance \$	Var F/U	Var %	YTD Budget	YTD Actual	Variance \$	Var F/U	Var %	
CAPITAL EXPENDITURE											
Non Infrastructure Projects											
Chief Executive's Office											
Administration	0	10,628	10,628	U		0	10,628	10,628	U		750,000
Ranger Services	0	0	0	F		0	0	0	F		94,000
Major Land & Building Initiatives	0	801,949	801,949	U		0	801,949	801,949	U		11,000,000
Total Expense - Chief Executive's Office	0	812,577	812,577	U		0	812,577	812,577	U		11,844,000
Organisational Capacity											
Information Technology											
Information Technology	100,000	96,705	3,295	F	3	100,000	96,705	3,295	F	3	1,480,000
Finance											
Finance Non Recurrent Expense	0	0	0	F		0	0	0	F		20,000
Total Expense - Organisational Capacity	100,000	96,705	3,295	F	3	100,000	96,705	3,295	F	3	1,500,000
Community Services											
Library											
Library Capital Expense	0	0	0	F		0	0	0	F		310,000
Total Expense - Library Services	0	0	0	F		0	0	0	F		310,000
Community Culture & Recreation											
Community, Culture & Recreation	0	0	0	F		0	0	0	F		90,000
Total Expense - Community, Culture & Recreation	0	0	0	F		0	0	0	F		90,000
Collier Park Retirement Complex											
Collier Park Village	15,000	31,296	16,296	U	109	15,000	31,296	16,296	U	109	325,000
Total Expense - Community Services	15,000	31,296	16,296	U	109	15,000	31,296	16,296	U	109	725,000
Development Services											
Strategic Land Use Planning	0	0	0	F		0	0	0	F		200,000
Health & Regulatory Services	0	0	0	F		0	0	0	F		0
Total Expense - Development Services	0	0	0	F		0	0	0	F		200,000
Unclassified Capital											
General Capital Expense	0	0	0	F		0	0	0	F		0
Total Expense - Unclassified Capital	0	0	0	F		0	0	0	F		0

CITY OF SOUTH PERTH
2016/2017 CAPITAL SUMMARY
July-2016

Attachment 10.6.1 (e)

Key Responsibility Areas	MONTH					YEAR TO DATE					Total Budget
	Month Budget	Month Actual	Variance \$	Var F/U	Var %	YTD Budget	YTD Actual	Variance \$	Var F/U	Var %	
Collier Park Golf Course											
Collier Park Golf Course	22,600	22,596	4	F	0	22,600	22,596	4	F	0	936,612
Total Expense - Golf Course	22,600	22,596	4	F	0	22,600	22,596	4	F	0	936,612
Underground Power											
Underground Power Project	0	0	0	F		0	0	0	F		0
Total - Underground Power	0	0	0	F		0	0	0	F		0
Infrastructure Projects											
Roads, Paths & Drain Infrastructure											
Roadworks	20,000	46,401	26,401	U	132	20,000	46,401	26,401	U	132	2,872,700
Traffic Management	0	4,172	4,172	U		0	4,172	4,172	U		1,398,000
Drainage	16,000	19,889	3,889	U	24	16,000	19,889	3,889	U	24	912,700
Water Management Initiatives	0	7,960	7,960	U		0	7,960	7,960	U		0
Paths	0	3,591	3,591	U		0	3,591	3,591	U		450,000
Total - Roads, Paths & Drains Infrastructure	36,000	82,014	46,014	U	128	36,000	82,014	46,014	U	128	5,633,400
Fleet Management	66,000	59,747	6,253	F	9	66,000	59,747	6,253	F	9	1,030,650
Waste Management	0	0	0	F		0	0	0	F		655,000
City Environment											
Streetscape Projects	15,000	8,844	6,156	F	41	15,000	8,844	6,156	F	41	325,000
Park Development	3,000	3,190	190	U	6	3,000	3,190	190	U	6	840,000
Street & Reserve Lighting	0	348	348	U		0	348	348	U		55,000
Environmental Projects	0	1,500	1,500	U		0	1,500	1,500	U		287,000
Foreshore Asset Management	0	759	759	U		0	759	759	U		2,260,000
Building Management	55,000	3,351	51,649	F	94	55,000	3,351	51,649	F	94	533,000
Total - City Environment	73,000	17,991	55,009	F	75	73,000	17,991	55,009	F	75	4,300,000
Other Infrastructure											
Recoverable Works	0	1,158	1,158	U		0	1,158	1,158	U		0
Other Projects	0	0	0	F		0	0	0	F		190,000
Total Expense - Dir Infrastructure Services	175,000	160,909	14,091	F	8	175,000	160,909	14,091	F	8	11,809,050
TOTAL CAPITAL EXPENDITURE	312,600	1,124,083	811,483	U	260	312,600	1,124,083	811,483	U	260	27,014,662

SCHEDULE OF SIGNIFICANT VARIANCES

Attachment 10.6.1 (f)

Details	Month Budget	Month Actual	Month var %	F U	YTD Budget	YTD Actual	YTD var %	F U	Comment on Variances disclosed in Management Accounts
<u>Revenue</u>									
Parking Management	120,200	140,400	17%	F	120,200	140,400	17%	F	Meter parking revenue is 4% ahead of budget expectation and parking infringement revenue is 35% ahead. This is not unexpected given the school holiday period in July.
Investment Revenue	220,770	228,410	3%	F	220,770	228,410	3%	F	Municipal fund investment revenue is 16% ahead of budget whilst Reserve Fund interest revenue is 1% ahead of budget. Refer to Agenda Item 10.6.2 for more detailed comment.
Rating Activities	34,218,790	34,266,349	0%	F	34,218,790	34,266,349	0%	F	Rates strike was slightly more than budget due to late advice of new GRVs from Landgate on day of budget adoption. Refer to Agenda Item 10.6.2 for more detailed comment.
Property Mgt Revenue	72,500	69,045	5%	U	72,500	69,045	5%	U	Monthly variance is timing difference which will reverse.
Hall Bookings Revenue	29,600	39,227	33%	F	29,600	39,227	33%	F	Higher than anticipated revenue for bookings made in July. Expected to correct in later months.
Statutory Planning Revenue	75,000	38,894	48%	U	75,000	38,894	48%	U	Significantly lower level of planning activity in July. Will be further monitored in next few months to assess budget impact.
Building Services Revenue	99,805	76,661	23%	U	99,805	76,661	23%	U	Significantly lower level of building activity in July. Will be further monitored in next few months to assess budget impact.
Health Services	97,375	86,018	12%	U	97,375	86,018	12%	U	Less than expected revenue from food vendor and shop licences.
Crossover Revenue	7,700	15,040	95%	F	7,700	15,040	95%	F	Accelerated start to the year's activity.
Waste Management Rev	6,059,261	6,025,420	1%	U	6,059,261	6,025,420	1%	U	Slightly fewer services billed than estimated.
Collier Park Golf Course	224,620	220,768	2%	U	224,620	220,768	2%	U	Close to budget expectations - green fees slightly unfavourable.
<u>Expenditure</u>									
Corporate Support	61,715	52,344	15%	F	61,715	52,344	15%	F	Several small variances - not individually significant.
Building Operating Costs (after allocations outwards)	11,785	7,115	40%	F	11,785	7,115	40%	F	Monthly variance is timing difference on utilities.

SCHEDULE OF SIGNIFICANT VARIANCES

Attachment 10.6.1 (f)

Details	Month Budget	Month Actual	Month var %	F U	YTD Budget	YTD Actual	YTD var %	F U	Comment on Variances disclosed in Management Accounts
Human Resources Admin (after allocations outwards)	26,245	39,589	51%	U	26,245	39,589	51%	U	Additional expenditure on Strategic HR services associated with the review of organisational structure.
Governance Admin	43,595	22,979	47%	F	43,595	22,979	47%	F	Staff vacancy and several small timing differences.
Elected Members	112,750	102,594	9%	F	112,750	102,594	9%	F	Several small variances - not individually significant.
Rangers Services	159,793	151,124	5%	F	159,793	151,124	5%	F	There are a number of small variances disclosed but they are not considered significant at this time.
Financial Services (after allocations outwards)	224,940	212,908	5%	F	224,940	212,908	5%	F	There are a number of small variances disclosed but they are not considered significant at this time.
Information Services (after allocations outwards)	39,875	58,182	46%	U	39,875	58,182	46%	U	Expenses are all close to budget but the allocation outwards was for a lesser amount than budgeted. This will be corrected in August.
Collier Park Village	152,365	142,012	7%	F	152,365	142,012	7%	F	Less than budgeted expenditure on grounds maintenance and minor building maintenance.
Library Services	174,895	168,264	4%	F	174,895	168,264	4%	F	Several small variances - not considered individually significant.
Development Services Admin	14,005	4,131	71%	F	14,005	4,131	71%	F	Timing difference due to staff on leave.
Statutory Planning Services	126,625	121,648	4%	F	126,625	121,648	4%	F	Several small variances - not considered individually significant.
Building Services	56,330	39,705	30%	F	56,330	39,705	30%	F	Lower level of activity resulted in lesser expenditure on consultants.
Infrastructure Governance (after allocations outwards)	18,790	11,990	36%	F	18,790	11,990	36%	F	Less than anticipated allocations inwards of corporate costs.
Asset Management	6,760	(1,930)	-	F	6,760	(1,930)	-	F	Result of a reversal of a year end accrual. Will correct out in August.
Reserve & Park Maint.	357,950	226,842	37%	F	357,950	226,842	37%	F	A change in the accounting treatment for wages accrued for pay periods that are incomplete at month end means that months such as July (having a 9 day pay accrual), will typically show a favourable variance on specific jobs whilst field staff overheads will reflect an unfavourable variance. This difference will reverse out in the next month.

SCHEDULE OF SIGNIFICANT VARIANCES

Attachment 10.6.1 (f)

Details	Month Budget	Month Actual	Month var %	F U	YTD Budget	YTD Actual	YTD var %	F U	Comment on Variances disclosed in Management Accounts
Streetscape Maintenance	130,000	151,290	16%	F	130,000	151,290	16%	F	Accelerated start to the street tree maintenance and verge maintenance programs.
Overheads - City Env.	144,190	180,367	25%	U	1,462,875	1,432,898	2%	U	A change in the accounting treatment for wages accrued for pay periods that are incomplete at month end means that months such as July (having a 9 day pay accrual), will typically show a favourable variance on specific jobs whilst field staff overheads will reflect an unfavourable variance. This difference will reverse out in the next month.
Collier Park Golf Course	167,140	163,515	2%	F	167,140	163,515	2%	F	Savings against budget for salaries, plant use and some maintenance activities - which may partially reverse out in June.
Roads, Paths & Drains	216,830	208,640	4%	F	216,830	208,640	4%	F	Small variances on road maintenance, path maintenance and street sweeping.
Fleet Operations	38,845	54,077	39%	U	38,845	54,077	39%	U	Cash expenses are 18% under budget and non cash are on budget. Recoveries against jobs are behind the YTD budget largely because of the 9 day wages accrual. Recoveries are expected to improve by around 30% in August.
Eng Infrastructure Overheads	96,480	127,493	32%	U	96,480	127,493	32%	U	A change in the accounting treatment for wages accrued for pay periods that are incomplete at month end means that months such as July (having a 9 day pay accrual), will typically show a favourable variance on specific jobs whilst field staff overheads will reflect an unfavourable variance. This difference will reverse out in the next month.
Capital Revenue									
CPV Lease Revenue	100,000	113,000	13%	F	100,000	113,000	13%	F	Minor difference on lease premiums and refurbishments levies for 2 units.
Capital Expenditure									
Major Land / Building Projects	0	812,577	-	U	0	812,577	-	U	This timing difference will continue until the \$3.5M carry forward funds associated with the Manning Hub transfer to the budget in October.

SCHEDULE OF SIGNIFICANT VARIANCES

Attachment 10.6.1 (f)

Details	Month Budget	Month Actual	Month Var %	F U	YTD Budget	YTD Actual	YTD Var %	F U	Comment on Variances disclosed in Management Accounts
Technology Projects	100,000	96,705	3%	F	100,000	96,705	3%	F	Program on track at end of July.
Roads, Paths & Drains	36,000	82,104	128%	U	36,000	82,104	128%	U	These are preliminary cost only at this time as the project does not really get underway until August.
City Environment	73,000	17,991	75%	F	73,000	17,991	75%	F	These are preliminary cost only at this time as the project does not really get underway until August.
Fleet Management	66,000	59,747	9%	F	66,000	59,747	9%	F	Program has only just commenced.

Placeholder for Attachment 7
Monthly Financial Management Accounts - July 2016
Reconciliation of Budget Movements - not presented for
July 2016
0 Pages

Placeholder for Attachment 8
Monthly Financial Management Accounts - July 2016
Reconciliation of Budget Movements - not presented for
July 2016
0 Pages

**CITY OF SOUTH PERTH
RATE SETTING STATEMENT
FOR THE PERIOD ENDED 31 JULY 2016**

Attachment 10.6.1(i)

	ORIGINAL BUDGET \$	2017 ACTUAL YTD \$	2017 REVISED BUDGET \$
REVENUE (Excluding Rates)			
General Purpose Funding	4,333,852	281,060	4,333,852
Governance	80,000	1,241	80,000
Law, Order & Public Safety	812,250	5,629	112,250
Education	0	0	0
Health	124,500	85,818	124,500
Welfare	0	0	0
Housing	1,570,012	248,238	1,570,012
Community Amenities	7,115,011	6,064,738	7,135,011
Recreation & Culture	3,674,950	412,270	4,374,950
Transport	2,398,830	161,272	2,398,830
Economic Services	704,000	76,661	704,000
Other Property & Services	60,000	455	60,000
Net Operating Revenue Excluding Rates	20,873,405	7,337,382	20,893,405
OPERATING EXPENDITURE			
General Purpose Funding	(849,960)	(168,922)	(849,960)
Governance	(7,322,928)	(466,945)	(7,712,928)
Law, Order & Public Safety	(880,353)	(102,088)	(880,353)
Education	(70,250)	(627)	(70,250)
Health	(556,347)	(39,071)	(556,347)
Welfare	(853,747)	(37,676)	(528,747)
Housing	(1,979,804)	(173,458)	(2,304,804)
Community Amenities	(9,824,182)	(653,388)	(10,382,182)
Recreation & Culture	(18,336,528)	(1,010,903)	(19,376,528)
Transport	(14,269,545)	(599,433)	(14,161,545)
Economic Services	(877,488)	(62,684)	(877,488)
Other Property & Services	(236,060)	(85,911)	(576,060)
Net Operating Expense	(56,057,192)	(3,401,107)	(58,277,192)
Net Operating Result - Excluding Rates	(35,183,787)	3,936,275	(37,383,787)
Adjust for Cash Budget Requirements			
(Non Cash Items)			
Depreciation of Assets	9,563,500	0	9,563,500
Amortisation Expense	75,000	0	75,000
Movement in Employee Benefit Provisions (N/C)	0	0	0
Movement in CPV Liability	750,000	(255,300)	750,000
Movement in Deferred Pensioner Rates Debtors	(15,000)	7,890	(15,000)
Reclassify Assets Held for Sale to Non Current	0	0	0
Movement in Non Current Investments	0	0	0
Movement in Other Non Current Accruals	0	0	0
Net Non Cash Items	10,373,500	(247,410)	10,373,500

Figures contained on this statement necessarily include accounting estimates and accruals

**CITY OF SOUTH PERTH
RATE SETTING STATEMENT
FOR THE PERIOD ENDED 31 JULY 2016**

Attachment 10.6.1(i)

	ORIGINAL BUDGET \$	2017 ACTUAL YTD \$	2017 REVISED BUDGET \$
CAPITAL EXPENDITURE			
Acquisition of Fixed Assets			
Purchase of Buildings	(9,183,000)	(801,949)	(7,500,000)
Purchase of Land	0	0	0
Purchase of Furniture & Fittings	(65,000)	0	(105,000)
Purchase of Technology	(1,770,000)	(96,105)	(705,000)
Purchase of Plant & Equipment	(134,000)	0	(316,500)
Purchase of Mobile Plant	(1,189,850)	(59,747)	(1,030,650)
Construction of Infrastructure Assets	(12,330,400)	(74,890)	(12,635,900)
Work in Progress / Uncapitalised Works	(7,980,000)	0	(7,980,000)
Purchase of Artworks	0	0	0
Acquisition of Software	0	0	0
	(32,652,250)	(1,032,690)	(30,273,050)
Repayment of Loans			
Loan Principal Repayments	(1,392,360)	(206,586)	(1,392,360)
Self Supporting Loan Advanced	0	0	0
Total Capital Expenditure	(34,044,610)	(1,239,276)	(31,665,410)
Capital Revenues			
Proceeds from Disposal of Land	1,865,208	0	1,865,208
Proceeds from Asset Disposals	228,670	0	228,670
Grants for the Acquisition of Assets	2,607,233	79,188	2,587,233
Proceeds of New Loans	0	0	0
Self Supporting Loan Principal Recouped	275,256	0	275,256
Net Capital Revenues	4,976,367	79,188	4,956,367
Reserve Transfers			
Transfers to Reserves	(5,904,637)	(886,805)	(5,904,637)
Transfers from Reserves	16,267,269	401,700	16,267,269
Net Reserve Transfers	10,362,632	(485,105)	10,362,632
Add			
Opening Position Surplus (Deficit)	10,517,194	9,764,565	10,517,194
Less			
Closing Position (Surplus) Deficit	(1,275,886)	(46,021,935)	(1,275,886)
AMOUNT TO BE MADE UP FROM RATES	(34,274,590)	(34,213,698)	(34,115,390)

Figures contained on this statement necessarily include accounting estimates and accruals

**CITY OF SOUTH PERTH
RATE SETTING STATEMENT
FOR THE PERIOD ENDED 31 JULY 2016**

Attachment 10.6.1(i)

	ORIGINAL BUDGET \$	2017 ACTUAL YTD \$	2017 REVISED BUDGET \$
COMPOSITION OF CLOSING POSITION			
Current Assets			
Cash & Cash Equivalents - Unrestricted	6,162,419	(44,508)	6,162,419
Cash & Cash Equivalents - Restricted	41,396,748	65,109,197	41,396,748
Trade & Other Receivables			
Rates	422,470	36,530,647	422,470
Sundry Debtors	264,429	571,918	264,429
Infringement Debtors	386,792	355,134	386,792
GST Debtors	436,896	300,011	436,896
Pension Rebate Receivable	20,579	1,697,441	20,579
UGP Debtors	6,043	25,473	6,043
ESL Debtors - Year end only	59,428	0	59,428
Self Supporting Loan Debtors	291,796	159,619	291,796
Provision for Doubtful Debts	(153,817)	(103,817)	(153,817)
Inventories	119,769	126,477	119,769
Inventories - Assets Held for Sale	0	134,792	0
Accrued Interest	373,673	312,380	373,673
Prepayments	344,717	1,220,876	344,717
Sub Total	50,131,941	106,395,641	50,131,941
Exclude:			
Inventories - Land Held for Resale	0	(134,792)	0
Self Supporting Loan Debtors	(291,796)	(159,619)	(291,796)
	49,840,145	106,101,230	49,840,145
Current Liabilities			
Trade & Other Payables			
Accounts Payable	2,368,097	2,977,184	2,368,097
Income in Advance	48,589	5,025	48,589
Accrued Wages	518,437	652,825	518,437
Accrued Interest Expense	17,983	25,983	17,983
Interest Bearing Liabilities	1,532,434	1,185,774	1,532,434
Employee Provisions - Annual Leave	2,352,159	2,324,475	2,352,159
Employee Provisions - Long Service Leave	1,862,248	1,849,320	1,862,248
Sub Total	8,699,946	9,020,585	8,699,946
Exclude			
Borrowings	(1,532,434)	(1,185,774)	(1,532,434)
Liabilities Associated with Restricted Assets	0		0
	7,167,512	7,834,811	7,167,512
(Adjusted) Net Current Assets	42,672,633	98,266,420	42,672,633
Calculation of Net Current Assets			
(Adjusted) Net Current Assets	42,672,633	98,266,420	42,672,633
Less			
Restricted Cash - Reserves	(41,396,748)	(52,244,485)	(41,396,748)
SURPLUS (DEFICIT)	1,275,886	46,021,935	1,275,886

Figures contained on this statement necessarily include accounting estimates and accruals

**STATEMENT of ALL COUNCIL FUNDS
AS AT 31 JULY 2016**

Municipal Fund	\$ 13,095,055
Investments	13,139,563
Current Account at Bank	(47,893)
Cash on Hand	3,385
Transfers from Reserves	0
	<u>13,095,055</u>
Trust Fund (Non Controlled Funds)	\$ 941,876
Investments	775,000
Current Account at Bank	166,876
	<u>941,876</u>
Cash Backed Reserves	\$ 52,244,485
Discretionary Reserves	
Plant Replacement Reserve	581,318
Reticulation and Pump Reserve	345,268
Information Technology Reserve	1,017,184
Insurance Risk Reserve	437,972
Major Community Facilities Reserve	17,324,464
Underground Power Reserve	106,868
Parking Facilities Reserve	403,336
River Wall Reserve	163,056
Railway Station Precincts Reserve	758,898
Sustainable Infrastructure Reserve	3,267,778
Public Art Reserve	102,489
Quarantined Reserves	
CPV Residents Loan Offset Reserve	21,826,802
Collier Park Golf Course Reserve	488,028
Waste Management Reserve	3,808,606
Collier Park Village Reserve	1,612,417
Reserves represented by:	
Investments	51,969,634
Accrued Interest	274,851
Transfers from Muni to be funded	0
	<u>52,244,485</u>
TOTAL COUNCIL FUNDS	\$ 66,281,416

SUMMARY OF CASH INVESTMENTS AS AT 31 JULY 2016

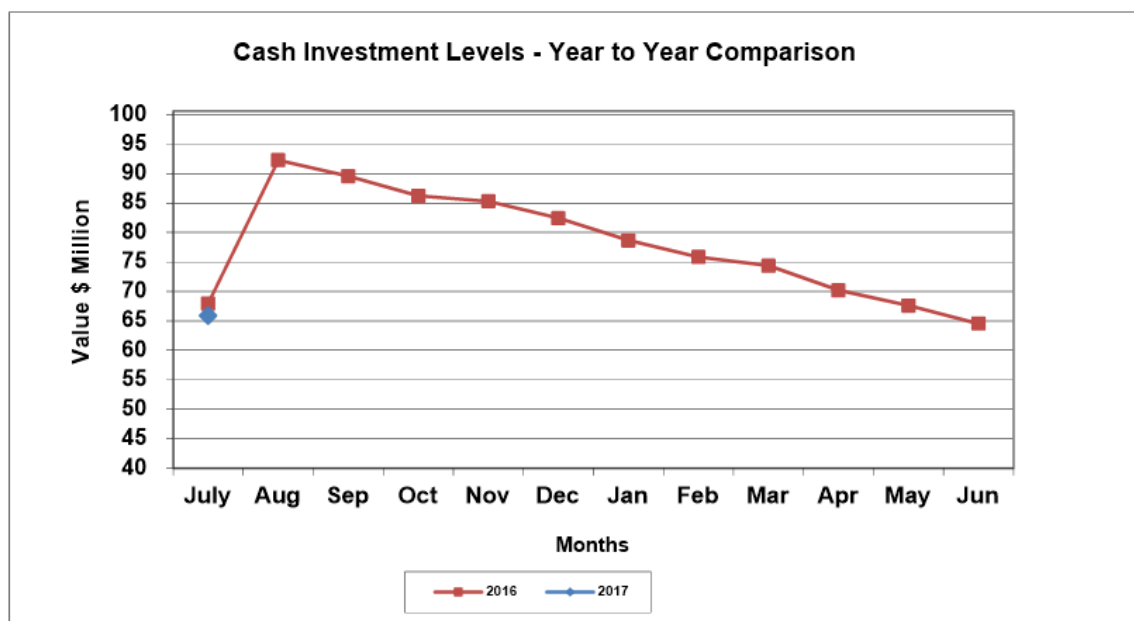
Investments - Disclosed by Fund	2017	%
Municipal	13,139,563	19.94%
Restricted - Trust	775,000	1.18%
Reserves	51,969,634	78.88%
	65,884,197	100.00%

Investments - Disclosed by Financial Institution	\$	%
Bankwest	11,500,000	17.45%
Commonwealth Bank	4,909,197	7.45%
ANZ Bank	9,975,000	15.14%
Westpac	-	0.00%
St George Bank	3,500,000	5.31%
Suncorp Metway Bank	11,500,000	17.45%
National Australia Bank	14,500,000	22.01%
Bank of Queensland	10,000,000	15.18%
	65,884,197	100.00%

Interest Earned on Investments for Year to Date	2017	2016
Municipal Fund	34,808	24,018
Reserves	126,805	148,166
	161,613	172,184

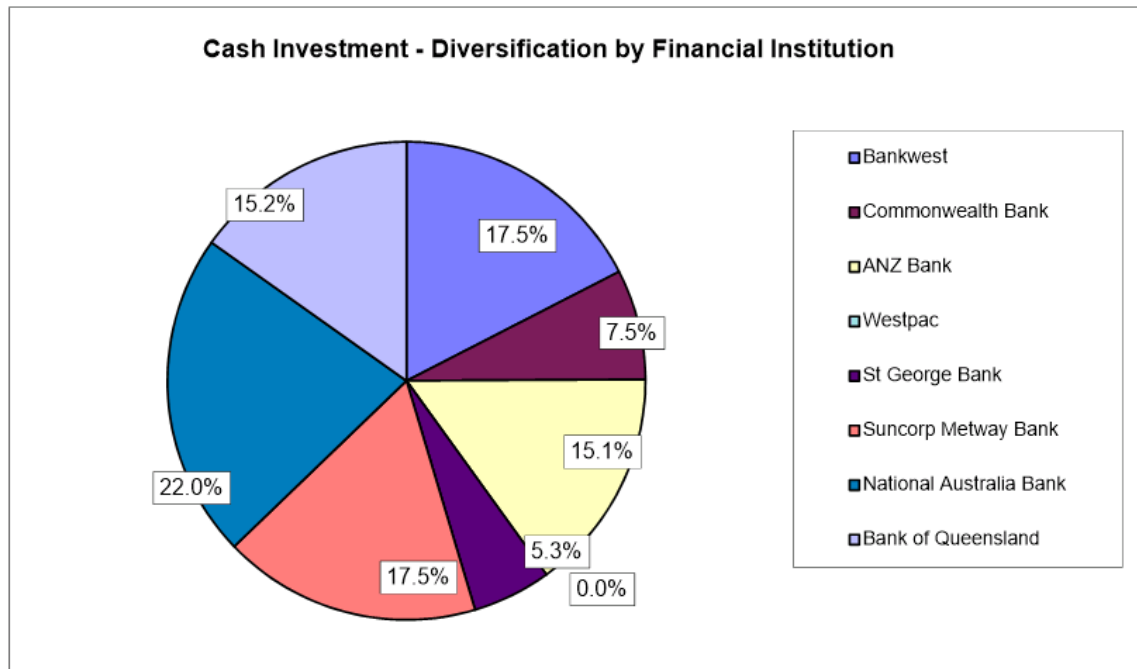
The anticipated weighted average yield on funds currently invested is 2.88%

Cash Investment Levels

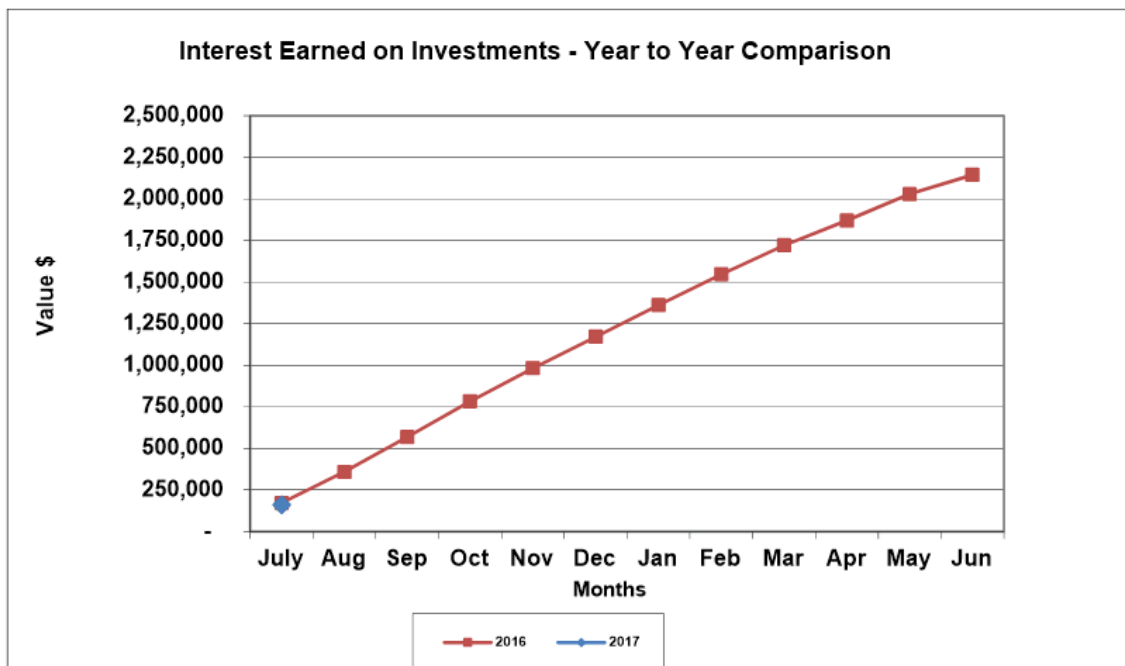


SUMMARY OF CASH INVESTMENTS AS AT 31 JULY 2016

Investments - Disclosed by Institution



Interest Earned on Investments



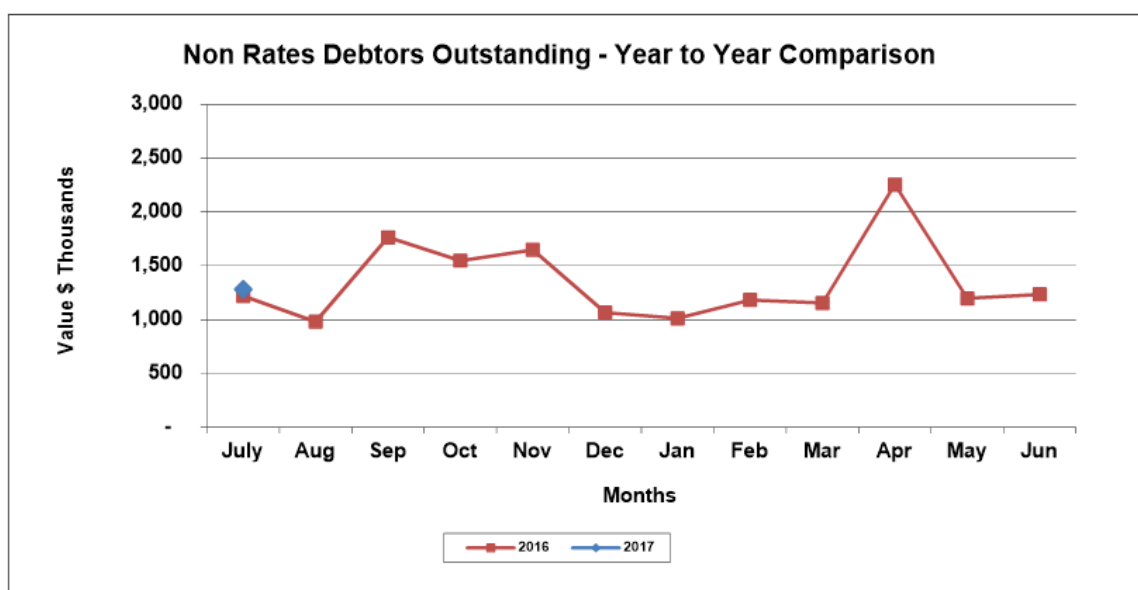
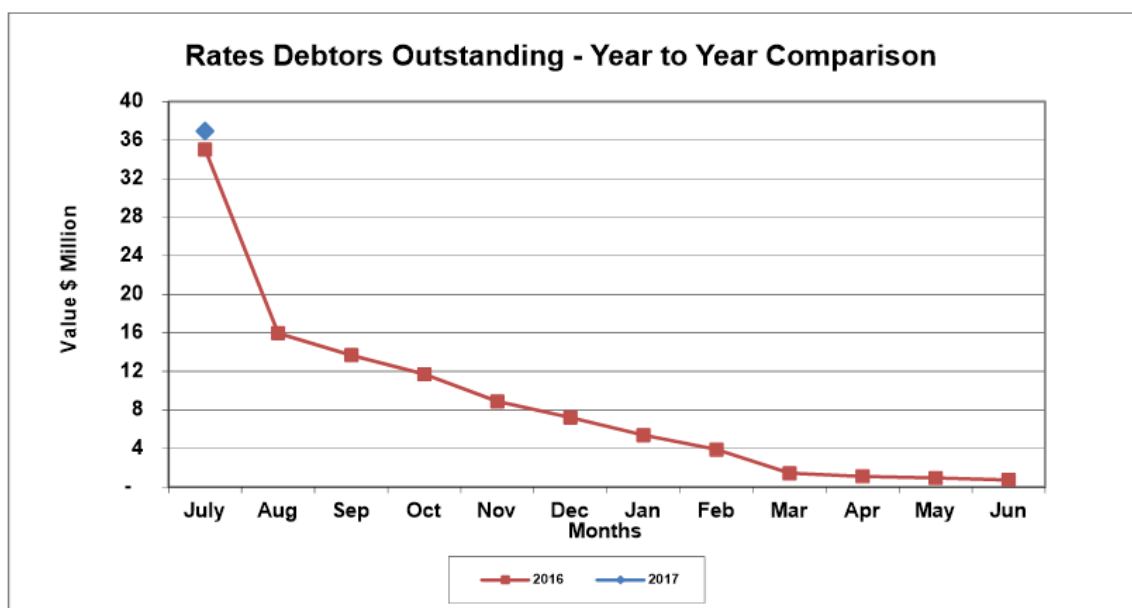
**STATEMENT OF MAJOR DEBTOR CATEGORIES
AS AT 31 JULY 2016**

Rates Debtors Outstanding

	2017	2016
Outstanding - Current Year & Arrears	36,530,647	34,615,098
Pensioner Deferrals	404,287	402,488
	36,934,934	35,017,586

Rates Outstanding as a percentage of Rates Levied

	2017	2016
Percentage of Rates Uncollected at Month End (Three Instalments remaining)	91.83%	90.20%



Payment Listing
Payments between
1/07/2016 to 31/07/2016



Print Date and time: 12/08/2016 1:40:48PM

Cancelled

Reference No.	Date	Creditor	Payee	Description	Amount
1731.201999-01	20/07/2016	201999	Health Insurance Fund of WA	***** CANCELLED *****	\$1,286.40
1731.76670-01	20/07/2016	76670	Deputy Child Support Registrar	***** CANCELLED *****	\$297.44
Total: EFT					2 \$1,583.84

Total: Cancelled 2 \$1,583.84

Grand Total: 2 \$1,583.84

Payment Listing
Payments between
1/07/2016 to 31/07/2016



Print Date and time: 12/08/2016 1:40:48PM

Creditors

Reference No.	Date	Creditor Payee	Description	Amount
1725.205788-01	12/07/2016	205788Bank Of Queensland	New Reserve Fund Investment	\$3,000,000.00
1730.206133-01	18/07/2016	206133LGISWA	Insurance Premiums	\$879,577.39
1735.207407-01	29/07/2016	207407Axis Contracting Pty Ltd	Narrows Exposed Aggregate Footpath: Stag	\$229,854.46
1735.206835-01	29/07/2016	206835Roads 2000	South Tce: Canning Hwy to Coode - Road R	\$224,380.51
1731.207761-01	20/07/2016	207761ClickSuper	Payroll Deduction PPE 4 & 18/7/2016	\$216,066.82
1733.203975-01	22/07/2016	203975Syrinx Environmental Pty Ltd	Clontarf, Salter Point, Cygnia, Redmond	\$212,548.99
1733.73148-01	22/07/2016	73148Cleanaway	Rubbish Bin Collections	\$198,882.97
1733.207310-01	22/07/2016	207310Perthwaste Green Recycling	Waste Disposal: June 2016	\$192,972.08
1733.205260-01	22/07/2016	205260West Coast Profilers Pty Ltd	Kind Edward Street: Road Rehab	\$146,873.25
1721.76357-01	07/07/2016	76357Deputy Commissioner Of Taxation	PAYG PPE 4/7/2016	\$138,285.00
1733.206607-01	22/07/2016	206607The Brand Agency	Website Redevelopment	\$134,390.35
1733.205064-01	22/07/2016	205064Data#3 Limited	Microsoft Enterprise Agreement: 2016/2017	\$117,730.44
1733.84059-01	22/07/2016	84059Synergy	Power Usage	\$112,752.16
1733.207678-01	22/07/2016	207678Classic Tree Services	Pruning, Tree & Stump Removals	\$105,894.50
1730.205023-01	18/07/2016	205023LGIS Insurance Broking	Insurance Premiums	\$101,932.47
1733.83969-01	22/07/2016	83969Town Of Victoria Park	Sweeping Services	\$66,694.71
1733.203839-01	22/07/2016	203839Carringtons Traffic Services	South Tce, King Edward, Talbot, Challenger	\$53,617.11
1723.204064-01	08/07/2016	204064MMM WA Pty Ltd	Cleaning Sumps, Retaining Walls	\$48,949.57
1733.207062-01	22/07/2016	207062Playmaster Pty Ltd	Kwel Court: Install Playground Equipment	\$48,152.50
1723.206833-01	08/07/2016	206833Multiclean WA Pty Ltd	Cleaning Admin & Comm Fac, PToilets	\$43,748.52
1733.206996-01	22/07/2016	206996Enviro Sweep	Sweeping Services	\$35,535.80
1733.207407-01	22/07/2016	207407Axis Contracting Pty Ltd	Crossovers and Paths Various	\$32,987.64
1733.76773-01	22/07/2016	76773Total Eden	Reticulation Supplies	\$31,596.07
1733.204586-01	22/07/2016	204586Integrity Industrial	Temps - Infrastructure Services	\$29,949.56
1723.203917-01	08/07/2016	203917JBA Surveys	Hope, Glasnevin, Narrows Path	\$29,914.50
1729.21476-01	19/07/2016	21476Western Aust Treasury Corp	Government Guarantee Fee 2015/2016	\$29,135.24
1733.200974-01	22/07/2016	200974Hays Specialist Recruitment(Aust) P	Temps - Infrastructure Services	\$28,033.63
1723.200544-01	08/07/2016	200544TJ & J Sheppard	Ops Centre Supervision, Old Mill Cottage	\$26,455.00
1723.76491-01	08/07/2016	76491Supa Pest & Weed Control	Spraying All TMM & Verge Gardens For Wee	\$26,362.60
1733.83929-01	22/07/2016	83929Dowsing Concrete	Concrete Works At Various Locations	\$25,320.90
1733.206219-01	22/07/2016	206219Website Weed & Pest Control	Weed Spraying Throughout the City	\$24,200.00
1723.202359-01	08/07/2016	202359Plant & Soil Management	Turf Maintenance: June 2016	\$22,715.70
1723.204001-01	08/07/2016	204001Temptations Catering	Catering - Pioneer Luncheon, Council Mtgs	\$22,496.26
1733.76691-01	22/07/2016	76691Grass Growers	Mulching of Greenwaste & Downsizing of I	\$22,170.50
1733.206939-01	22/07/2016	206939Natural Area Consulting	Cygnia Cove Natural Areas Restoration Wo	\$20,322.15
1723.207794-01	08/07/2016	207794BPA Engineering	EJ Oval: Design & Doc - Prog Claim	\$20,020.00
1733.74233-01	22/07/2016	74233Rosetta Holdings Pty Ltd	CPGC Green Fees Takings - June	\$19,955.97
1723.202304-01	08/07/2016	202304Landmark Engineering & Design	Supply Bench Seats & Picnic Settings	\$19,660.30
1723.202644-01	08/07/2016	202644Harrison Electrics Pty Ltd	Electrical Services	\$19,509.59
1723.204109-01	08/07/2016	204109Vision Cabling Services	Replace Projector & Install HDMI	\$18,426.86
1723.204586-01	08/07/2016	204586Integrity Industrial	Temps - Infrastructure Services	\$17,805.23
1723.205247-01	08/07/2016	205247State Wide Turf Services	Morris Mundy, James Miller Oval	\$17,692.95
1723.83929-01	08/07/2016	83929Dowsing Concrete	Norton & Hampden St: Path Replacement	\$16,635.96
1733.200298-01	22/07/2016	200298Civica Pty Limited	Managed Services: August 2016	\$16,425.22
1733.206835-01	22/07/2016	206835Roads 2000	South Tce/Murray St: Antiskid Surfacing	\$15,965.40
1723.207791-01	08/07/2016	207791Minc Services (WA)	Hensman Tennis Club: Removal of Asbestos	\$15,950.00
1733.202490-01	22/07/2016	202490McLeods Barristers & Solicitors	Resident Dev, Tram, Dog Attack Prosec	\$15,532.78
1723.207432-01	08/07/2016	207432Italo's Tiling Service	CPV U103: Tiling Bathroom, Kitch, Laundry	\$15,500.00
1733.200901-01	22/07/2016	200901Better Class Lawns & Gardens	Mowing & Planting of Various Areas	\$15,357.00
1727.202938-01	18/07/2016	202938Mrs S D Doherty	Mayor/Comm Allow/Mtng Attend Fees:Jul/Se	\$15,300.00
1733.207774-01	22/07/2016	207774Signature Paving & Earthworks Pty L	Supply & Install Paving at Ops Centre	\$14,937.52
1733.206775-01	22/07/2016	206775NS Projects	EJ Oval, Manning CF Proj Mgt	\$14,905.00
1726.205354-01	14/07/2016	205354Invision Investigations & Consultin	HRS Review	\$14,700.00
1733.204655-01	22/07/2016	204655Dellas Group Pty Ltd	Peninsula: July 16	\$14,593.70
1723.206664-01	08/07/2016	206664Public Transport Authority Of WA	Stops 11958/11955: Supply & Install Bus	\$14,466.14
1733.207525-01	22/07/2016	207525WA Pump Control Systems Pty Ltd	Electrical Pump Control Cubicle for Bore	\$14,140.50
1723.207737-01	08/07/2016	207737Eclipse Soils Pty Ltd	Mulch For CPGC Restoration Works	\$14,045.68
1723.203635-01	08/07/2016	203635Catalyse Pty Ltd	Community Perception Survey	\$13,904.00
1733.204145-01	22/07/2016	204145CK Woodwork	Conf Room Table, Recep Area OpsC	\$13,750.00
1733.203752-01	22/07/2016	203752Hillarys Plumbing & Gas	Plumbing Services	\$13,679.66
1724.207837-01	11/07/2016	207837Bartlett Workplace Lawyers and	Workplace Advice	\$12,980.00
1733.202231-01	22/07/2016	202231Marketforce Pty Ltd	eNewsletter Design, Advertising	\$12,102.32
1723.203692-01	08/07/2016	203692ZD Constructions Pty Ltd	Heritage House: Install Handrails	\$11,825.00
1723.76431-01	08/07/2016	76431Statewide Line Marking	Line Marking: Various Locations	\$11,771.43
1723.200974-01	08/07/2016	200974Hays Specialist Recruitment(Aust) P	Temps - Infrastructure Services	\$11,453.78
1733.207636-01	22/07/2016	207636Jana Braddock Arts	Millers Pool Art Project: 30%	\$11,220.00
1723.207678-01	08/07/2016	207678Classic Tree Services	Stump Removals, Grinding	\$11,110.28
1723.207821-01	08/07/2016	207821SIA Architects Pty Ltd	SJMP: Feasibility Proposed ANZAC Memoria	\$11,000.00
1723.201463-01	08/07/2016	201463Bollig Design Group Pty Ltd	Manning Community Facility: Professional	\$10,890.00
1723.207601-01	08/07/2016	207601Technology One Ltd	Intramaps Public Hosting: 1/7/16-30/6/17	\$10,791.00
1733.203917-01	22/07/2016	203917JBA Surveys	Hope, Carrick, Hovia	\$10,686.50

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1723.202612-01	08/07/2016	202612Fleetcare	Fuel - June 2016	\$10,408.59
1733.203328-01	22/07/2016	203328Greenway Enterprises	Garden Maintenance	\$10,359.10
1723.202553-01	08/07/2016	202553All Aussie Aluminium & Glass	Old Mill Educ Centre Double Glazing, Hinge Door	\$10,334.50
1733.206178-01	22/07/2016	206178Plantrite	Plants For Salter Point Infill 2017	\$10,230.00
1733.207811-01	22/07/2016	207811Borrello Graham Lawyers	Lot 800 Ray St: Damages Claim Legal Advi	\$10,098.50
1733.200498-01	22/07/2016	200498Ralph Beattie Bosworth Pty Ltd	Manning Community Facility: March to May	\$9,900.00
1723.74187-01	08/07/2016	74187Fuji Xerox	Copier Charges	\$9,439.68
1733.201128-01	22/07/2016	201128BCA Consultants (WA) Pty Ltd	EJ Oval: Electrical & Mechanical Design	\$9,439.10
1733.205538-01	22/07/2016	205538Nextgen Networks Pty Ltd	Internet Corporate & VPLS Fees: July 201	\$9,412.70
1733.202674-01	22/07/2016	202674Ecoscape Australia Pty Ltd	Millers Pool Design Development Work	\$9,369.25
1723.201783-01	08/07/2016	201783Air Torque Refrigeration & Aircond	CPV U120, 58 & 68: Electrical Services	\$9,348.90
1733.206576-01	22/07/2016	206576ATCO Gas Australia Pty Ltd	Millpoint Road: Check Residue Gas Of Mai	\$8,941.31
1733.72842-01	22/07/2016	72842Australia Post	Billpay Transaction Fees: June 2016	\$8,887.70
1728.207663-01	18/07/2016	207663OnePath Masterfund	Mayoral & Attendance Fees: July to Sept	\$8,750.00
1733.207398-01	22/07/2016	207398InfoCouncil Pty Ltd	Annual Licence Fee	\$8,415.00
1723.73849-01	08/07/2016	73849Main Roads - WA	Marsh Ave: Regulatory Line Markings	\$8,327.50
1723.207603-01	08/07/2016	207603Tracsis Traffic Data Australia Pty	Complete Parking Survey In Mends St Area	\$8,206.00
1723.207030-01	08/07/2016	207030GAF Traffic	Consultant to Provide Road Safety & Tran	\$8,140.00
1733.200780-01	22/07/2016	200780Nashtec Auto Electrics	Mechanical Labour Hire	\$8,002.00
1723.206550-01	08/07/2016	206550Capital Recycling	Removal of Contaminated Waste	\$7,953.00
1723.207185-01	08/07/2016	207185Veraison Training & Development	Cultural Optimisation Program	\$7,700.00
1733.204109-01	22/07/2016	204109Vision Cabling Services	Supply & Install Audio Visual Equipment	\$7,643.98
1733.204379-01	22/07/2016	204379Gel Group	Temps - CPV, Old Mill, Planning Services	\$7,631.29
1733.207373-01	22/07/2016	207373Constructive Project Solutions Pty	Project Management Services: June 2016	\$7,602.39
1723.200510-01	08/07/2016	200510Totally Workwear - Victoria Park	Workgear	\$7,396.40
1733.207831-01	22/07/2016	207831Cundall Johnston & Partners Pty Ltd	EJ Oval Upgrade: Design & Development	\$7,260.00
1733.200880-01	22/07/2016	200880Sports Turf Technology	Lysimeter & Soil Moisture Readings	\$7,210.50
1727.207611-01	18/07/2016	207611Ms J Black	Mtng Attend Fees;Comm/IT Allow:Jul/Sep'1	\$6,875.00
1727.207613-01	18/07/2016	207613Mr T Burrows	Mtng Attend Fees;Comm/IT Allow:Jul/Sep'1	\$6,875.00
1727.84867-01	18/07/2016	84867Mr C A Cala	Mtng Attend Fees;Comm/IT Allow:Jul/Sep'1	\$6,875.00
1727.207091-01	18/07/2016	207091Cheryle Irons	Mtng Attend Fees;Comm/IT Allow:Jul/Sep'1	\$6,875.00
1727.206254-01	18/07/2016	206254Fiona Reid	Mtng Attend Fees;Comm/IT Allow:Jul/Sep'1	\$6,875.00
1727.207612-01	18/07/2016	207612Mr K Manolias	Mtng Attend Fees;Comm/IT Allow:Jul/Sep'1	\$6,875.00
1727.206256-01	18/07/2016	206256Sharron Hawkins-Zeeb	Mtng Attend Fees;Comm/IT Allow:Jul/Sep'1	\$6,875.00
1733.203692-01	22/07/2016	203692ZD Constructions Pty Ltd	Study on DDA Access To Collins St Centre	\$6,734.20
1733.207777-01	22/07/2016	207777Leanne Bray	Ernest Johnson Reserve: Artwork Stage #1	\$6,600.00
1723.201068-01	08/07/2016	201068Progressive Brick Paving	Brick Paving Repairs	\$6,591.00
1733.202679-01	22/07/2016	202679MP Rogers & Associates Pty Ltd	Superintendent for Millers Pool Works	\$6,455.38
1733.202644-01	22/07/2016	202644Harrison Electrics Pty Ltd	Electrical Services	\$6,325.87
1723.207657-01	08/07/2016	207657Survey Graphics	Aerial Photography Data	\$6,259.00
1733.206480-01	22/07/2016	206480PCP Sensemaking Pty Ltd	Travel Register & Developer Register	\$6,171.00
1733.201463-01	22/07/2016	201463Bollig Design Group Pty Ltd	EJ Oval: Feature Survey	\$6,143.50
1733.203868-01	22/07/2016	203868Mills Sign & Painting	Ops Centre: Painting of Steel Wall	\$6,138.00
1733.205180-01	22/07/2016	205180Perth Security Services	Mobile Patrol Services, Callouts, Staff Escorts	\$5,880.91
1733.200888-01	22/07/2016	200888Bramac Pty Ltd	Irrigation System Maint: CPV U154	\$5,847.30
1723.21799-01	08/07/2016	21799Australian Institute of Management	Training - Word	\$5,830.00
1733.206688-01	22/07/2016	206688Glen Flood Group Pty Ltd	SPLTC, Station Precinct, Millers Pool	\$5,763.07
1733.74357-01	22/07/2016	74357RA Shopland	CPV U90: Refurbishment	\$5,626.50
1733.72990-01	22/07/2016	72990Bunnings Building Supplies P/L	Building Supplies	\$5,558.32
1723.204337-01	08/07/2016	204337Kerb Doctor	Henning Cres: Kerbing	\$5,291.00
1733.201805-01	22/07/2016	201805Aslab Pty Ltd	South Terrace Asphalt Audit	\$5,239.65
1723.206939-01	08/07/2016	206939Natural Area Consulting	Sulman Stairs: Embankment Weed Control &	\$5,198.88
1733.204486-01	22/07/2016	204486Allerding & Associates	333 Mill Point Road: Professional Fees	\$5,161.31
1723.85222-01	08/07/2016	85222Westbooks	Books For New Manning Library: Voucher	\$5,161.05
1733.205192-01	22/07/2016	205192Caltex Energy WA	Diesel	\$5,103.06
1733.76431-01	22/07/2016	76431Statewide Line Marking	Line Marking At Various Locations	\$5,052.96
1723.24182-01	08/07/2016	24182Trees Need Tree Surgeons	Tree & Vegetation Watering: 3rd Week May	\$5,035.69
1723.203439-01	08/07/2016	203439Prestige Alarms	Alarm Monitoring, Callouts	\$4,947.25
1733.200069-01	22/07/2016	200069Shawmac Pty Ltd	Catchment 106 Drainage Assessment & Tend	\$4,939.00
1733.207495-01	22/07/2016	207495DFP Recruitment Service	Temp - Financial Services	\$4,745.13
1733.205423-01	22/07/2016	205423Michael Page International Pty Ltd	Temp - Digital Marketing Officer	\$4,690.11
1723.201590-01	08/07/2016	201590The Pressure King	High Pressure Clean: Nursery Shade House	\$4,603.50
1723.207750-01	08/07/2016	207750Tobia Constructions	Line Wall of Educaton Centre at Old Mill	\$4,500.00
1723.205423-01	08/07/2016	205423Michael Page International Pty Ltd	Temp - Digital Marketing Officer	\$4,463.68
1723.73229-01	08/07/2016	73229Como Plumbing Services	Plumbing Maintenance - CPV	\$4,450.05
1723.207835-01	08/07/2016	207835Signcraft WA Pty Ltd	Supply & Install Signage	\$4,400.00
1723.201160-01	08/07/2016	201160Verbal Judo Australia	In-House Training: Verbal Judo	\$4,400.00
1723.205531-01	08/07/2016	205531Hutton Street Carpet Court	CPV U112: Floor Coverings	\$4,261.00
1723.201523-01	08/07/2016	201523Lo-Go Appointments	Temp - Financial Services Rates	\$4,210.79
1723.83130-01	08/07/2016	83130GHD Pty Ltd	Update of 2012 Transport Report for Sout	\$4,184.07
1733.204061-01	22/07/2016	204061Discus Digital Print	Printing of Street Banner	\$4,004.00

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1733.205859-01	22/07/2016	205859James Campbell	Photographs For New Website	\$4,000.00
1723.74357-01	08/07/2016	74357RA Shopland	Door Replace/Pergola Removal: CPV U103	\$3,938.00
1733.206782-01	22/07/2016	206782Staples Australia Pty Ltd	Stationery, Meeting Consumables	\$3,930.11
1733.204538-01	22/07/2016	204538Cardno (WA) Pty Ltd	Micro-Simulation Modelling Tasks for 2 S	\$3,905.00
1723.207395-01	08/07/2016	207395Fridge Cool Refrigeration & Air	Quantum Boiler Repairs - HWS: CPV	\$3,795.00
1723.203505-01	08/07/2016	203505Repeat Plastics (WA)	Goss Ave Res: Supply & Install Signage	\$3,790.97
1733.200410-01	22/07/2016	200410Arborwest Tree Farm	Supply Plants	\$3,773.00
1733.85472-01	22/07/2016	85472Ellenby Tree Farm Pty Ltd	Supply Plants	\$3,729.00
1733.207090-01	22/07/2016	207090Solo Resource Recovery	Kelm Ave Sump: Clean Out	\$3,706.45
1733.20391-01	22/07/2016	20391Total Turf	Fertilisers	\$3,609.95
1733.74187-01	22/07/2016	74187Fuji Xerox	A4 White Paper, Copier Charges	\$3,564.52
1723.207706-01	08/07/2016	207706Lloyd George Acoustics Pty Ltd	State Administrative Tribunal Appeal: Ga	\$3,564.00
1723.205438-01	08/07/2016	205438Animal Pest Management Services	Trapping of Feral Animals	\$3,520.00
1723.205591-01	08/07/2016	205591Chivers Asphalt Pty Ltd	109, 111 & 119 Lansdowne Rd: Prepare Cro	\$3,520.00
1723.202964-01	08/07/2016	202964Uniqco (WA) Pty Ltd	Tailored Implementation Phase 2: June 20	\$3,441.35
1723.205180-01	08/07/2016	205180Perth Security Services	Mobile Patrol Services	\$3,386.80
1733.203103-01	22/07/2016	203103Jackson McDonald Lawyers	Dan Murphys/Como Hotel: Objection	\$3,360.74
1723.203385-01	08/07/2016	203385Traffic Logistics Australia	City Wide Traffic Surveys x 32	\$3,303.00
1733.207188-01	22/07/2016	207188Wild Honey - Carlos Maxwell	Remove Bee Hives At Carr St, Olives Res	\$3,300.00
1723.207711-01	08/07/2016	207711DSC-IT	Onsite Training Using Nintex Forms & Wor	\$3,168.00
1733.205257-01	22/07/2016	205257Austral Mercantile Collections Pty	External Debt Collection - Rates	\$3,084.64
1723.201651-01	08/07/2016	201651Tree Surgeons of WA	Garden Maintenance - CPV	\$3,025.00
1723.205718-01	08/07/2016	205718Captivate Global	On Line On Hold Annual Charge: 2016/2017	\$2,890.80
1733.202681-01	22/07/2016	202681Ecojobs	Bodkin Park Living Stream & Surround Mai	\$2,884.56
1733.207177-01	22/07/2016	207177Initial Hygiene	Sanitary Hygiene Services: 1/7/16-30/9/1	\$2,876.84
1733.203366-01	22/07/2016	203366T-Quip	Greens Aerator	\$2,851.35
1733.206436-01	22/07/2016	206436Xylem Water Solutions Australia Ltd	A/H Callout for Pumps Repairs	\$2,840.72
1723.76267-01	08/07/2016	76267Daytone Printing	Business Cards, Window Envelopes	\$2,805.00
1733.206833-01	22/07/2016	206833Multiclean WA Pty Ltd	Post Function Clean: Community Hall	\$2,796.79
1733.207709-01	22/07/2016	207709Marion Fredriksson Design	Connect South Project: Consulting Servic	\$2,761.60
1733.204859-01	22/07/2016	204859McGees Property	Manning Hub: Valuation Advice	\$2,750.00
1723.73342-01	08/07/2016	73342Landgate	Interim Valuation Schedule	\$2,725.78
1733.76423-01	22/07/2016	76423Baileys Fertilisers	1 Pallet of Grosorb Wetting Agent	\$2,692.25
1723.84059-01	08/07/2016	84059Synergy	Powerwatch Charges: June 2016	\$2,682.60
1733.72966-01	22/07/2016	72966Benara Nurseries	Supply Plants For Karawara Tree Planting	\$2,673.89
1723.204875-01	08/07/2016	204875Oxfords Carpentry & Renovations Pty	Bridge Club: Clenaing of Gutters & Downp	\$2,587.20
1733.201823-01	22/07/2016	201823Boral Construction Materials Group	2 Tonne Asphalt	\$2,545.95
1723.207836-01	08/07/2016	207836Eva Fernandez	Special Projects: Public Art Photographs	\$2,490.00
1723.203306-01	08/07/2016	203306AGS Metalwork	Supply 2 Pallet Tanks For Pot Washing At	\$2,480.50
1733.76599-01	22/07/2016	76599New Town Toyota	Fleet Vehicle Service	\$2,472.10
1723.202459-01	08/07/2016	202459Traffic Management Plan Services	Auditing Of Traffic Management Sites	\$2,431.00
1723.204455-01	08/07/2016	204455Dept of Local Government & Communit	Local Government Standards Panel: 2015/2	\$2,217.60
1733.201523-01	22/07/2016	201523Lo-Go Appointments	Temp - Financial Services Rates	\$2,211.22
1733.205849-01	22/07/2016	205849JCB Construction Equipment Australi	3000 Hour Service & Transmissi	\$2,208.35
1733.21437-01	22/07/2016	21437Educational Art Supplies	Event Supplies	\$2,199.01
1723.205452-01	08/07/2016	205452Action Fencing Services	Repair Fence At Entrance	\$2,167.00
1733.201414-01	22/07/2016	201414Globe Australia Pty Ltd	Gypsum & Magnesium Greenturf	\$2,158.20
1733.203877-01	22/07/2016	203877Global CCTV Pty Ltd	CCTV Vision: Coode St Playground & Boat	\$2,106.50
1723.85086-01	08/07/2016	85086St John Ambulance Aust (WA) Inc.	First Aid Training x 14	\$2,106.30
1733.207394-01	22/07/2016	207394Bucher Municipal	Callout & Repairs to Plant	\$2,098.59
1723.203962-01	08/07/2016	203962Chair Guru	Supply 7 Delta Chairs For GBLC & Hall St	\$2,040.50
1723.204953-01	08/07/2016	204953A Paolino - AP Contructions	Canning Hwy/Hobbs Ave: Painting of Bolla	\$2,035.00
1723.207169-01	08/07/2016	207169West-Sure Group Pty Ltd	Parking Ticket Machines: Coin Collection	\$2,014.98
1723.204538-01	08/07/2016	204538Cardno (WA) Pty Ltd	74 Mill Point Road: Traffic Assessment	\$1,980.00
1735.206814-01	29/07/2016	206814Assured Certification Services T/A	WCG Thomas: Certificate of Design Compli	\$1,980.00
1733.204953-01	22/07/2016	204953A Paolino - AP Contructions	Repairs & Repainting of Bollards: Mends	\$1,914.00
1733.201590-01	22/07/2016	201590The Pressure King	Graffiti Removal: June/July 16	\$1,887.60
1723.207833-01	08/07/2016	207833Playfix WA	Repairs to Softfall At Hurlingham & Scen	\$1,870.00
1733.207215-01	22/07/2016	207215Blue Force Pty Ltd	24 Hr Alarm Monitoring - June 16	\$1,858.43
1723.204926-01	08/07/2016	204926Parallax Productions Pty Ltd	Public Arts Project: Cleaning	\$1,848.00
1733.81916-01	22/07/2016	81916Westral	CPV U90: Security Door	\$1,821.00
1733.206132-01	22/07/2016	206132Hinds Sand Supplies	26 Tonne of Crushed Gravel	\$1,819.79
1733.204001-01	22/07/2016	204001Temptations Catering	Catering - Training & Meetings	\$1,801.63
1733.205297-01	22/07/2016	205297Colleagues Nagels	Autocite Infringement Ticket x 10000	\$1,795.25
1723.204379-01	08/07/2016	204379Gel Group	Temp - Planning Services	\$1,751.61
1733.202404-01	22/07/2016	202404Nutfur Australia Pty Ltd	Fertilisers	\$1,742.40
1733.201827-01	22/07/2016	201827Contek Communications	Fix Path Around Telstra Pitt	\$1,739.10
1733.205844-01	22/07/2016	205844Wavesound Pty Ltd	Indieffix Renewal: 1/3/16-28/2/17	\$1,732.50
1723.21689-01	08/07/2016	21689Charter Plumbing & Gas	CPV U99: A/Hours Callout, BBQ Maint	\$1,705.00
1733.73229-01	22/07/2016	73229Como Plumbing Services	CPV U90, 37, 4, 12 & 159: Plumbing	\$1,671.78
1733.206934-01	22/07/2016	206934IT Cooling Solutions Pty Ltd	Server Room CRAC Units Preventative Main	\$1,624.44

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1723.202642-01	08/07/2016	202642Royal Life Saving Society of WA	Home Pool Inspections x 17	\$1,589.50
1723.206752-01	08/07/2016	206752Conway Highbury Pty Ltd	Amendments To Local Laws: Advice	\$1,584.00
1723.207495-01	08/07/2016	207495DFP Recruitment Service	Temp - Financial Services	\$1,581.71
1733.206104-01	22/07/2016	206104Coolmate Pty Ltd	Colins St Hall: Aircon Repairs	\$1,545.50
1723.207101-01	08/07/2016	207101Sherwood Flooring Pty Ltd	Manning Seniors: Sanding & Polish of Dan	\$1,540.00
1723.205542-01	08/07/2016	205542Advam Pty Ltd	Ticket Machine CCard Payment Fees: June	\$1,535.25
1733.207596-01	22/07/2016	207596Hopscotch Wine & Tapas Bar	Staff Sundowner	\$1,510.00
1733.207283-01	22/07/2016	207283VCM - Vending Coffee Machines	Ops C Vending Machine Consumables	\$1,454.00
1733.203929-01	22/07/2016	203929Sercul	Lake Hurlingham: Weed Control - March to	\$1,452.00
1723.204675-01	08/07/2016	204675Insight Call Centre Services	Monthly Service Fees: May 2016	\$1,400.70
1733.203962-01	22/07/2016	203962Chair Guru	Supply New Chairs	\$1,387.10
1733.206937-01	22/07/2016	206937iSentia Pty Ltd	Media Monitoring: June 2016	\$1,362.90
1733.204468-01	22/07/2016	204468John Hughes Service	Fleet Vehicle Service	\$1,334.60
1723.204655-01	08/07/2016	204655Dellas Group Pty Ltd	CoSP Framed Aerial Maps	\$1,315.60
1723.203877-01	08/07/2016	203877Global CCTV Pty Ltd	Inspect & Repair CCTV at ACF	\$1,303.50
1733.204675-01	22/07/2016	204675Insight Call Centre Services	Montly Service Fees: June 2016	\$1,297.74
1732.201999-01	20/07/2016	201999Health Insurance Fund of WA	Payroll Deduction PPE 4 & 18/7/2016	\$1,286.40
1723.81916-01	08/07/2016	81916Westral	CPV U103: Window Coverings	\$1,278.00
1723.200866-01	08/07/2016	200866Besam Australia	Ops Centre Repairs to Gate	\$1,251.25
1733.201712-01	22/07/2016	201712Qualcon Lab	Talbot/Canavon: 11 Samples Holes	\$1,243.00
1723.206716-01	08/07/2016	206716Collector Of Public Monies	Water Sample Analyse: Cygnia Cove & Exis	\$1,239.83
1723.204601-01	08/07/2016	204601Hospitality Accessories	Pioneer & Elders Luncheon: Equipment Hir	\$1,218.80
1736.207844-01	29/07/2016	207844Adage Furniture	Dry Bars (Furniture) x 6	\$1,201.20
1733.205054-01	22/07/2016	205054J Gourdis Landscapes	Turf Maintenance: June 2016	\$1,160.00
1733.203632-01	22/07/2016	203632Reino International	Repairs to Vandalised Ticket Machine: An	\$1,159.40
1723.21521-01	08/07/2016	21521Williams Electrical Service Pty Ltd	CPV U80: Electrical Services	\$1,100.00
1733.205153-01	22/07/2016	205153Abco Products	Hand Sanitiser	\$1,095.78
1733.206706-01	22/07/2016	206706Holcim (Australia) Pty Ltd	Supply & Deliver Concrete	\$1,094.50
1733.207420-01	22/07/2016	207420Bridgestone Australia Ltd	Tyre Inspection of Fleet	\$1,093.88
1723.21655-01	08/07/2016	21655Digital Telecommunication System	Alarm Maintenance - CPV U87	\$1,083.50
1723.72966-01	08/07/2016	72966Benara Nurseries	Garden Maintenance	\$1,066.45
1733.204981-01	22/07/2016	204981Westrac Pty Ltd	Ladder Frame	\$1,059.31
1733.73342-01	22/07/2016	73342Landgate	Interim Valuation Schedule	\$1,021.97
1733.206123-01	22/07/2016	206123COVS Parts Pty Ltd	Parts For Plant	\$1,007.47
1723.204344-01	08/07/2016	204344Envirocare Systems	Servicing of Waterless Urinals: SP Libra	\$1,001.55
1733.205960-01	22/07/2016	205960All Quality Panel & Paint	Vehicle Repairs Excess	\$1,000.00
1733.206849-01	22/07/2016	206849Air & Power	Air Motor	\$973.50
1723.204808-01	08/07/2016	204808Absolute Reticulation	Henning Cres: Replace Retic	\$960.00
1733.202734-01	22/07/2016	202734Osborne Flyscreens & Security Doors	Sth Pth Seniors: New Kitchen Security Do	\$950.00
1723.203752-01	08/07/2016	203752Hillarys Plumbing & Gas	Plumbing Services	\$944.00
1733.207291-01	22/07/2016	207291Waterlogic Australia Pty Ltd	GBLC: Water Cooler Rental - 2016/2017	\$933.90
1733.204926-01	22/07/2016	204926Parallax Productions Pty Ltd	Repairs to Totem Poles	\$924.00
1733.205744-01	22/07/2016	205744Road Signs Australia	Birdwood, Letchworth Centre & Parking Si	\$902.11
1733.207489-01	22/07/2016	207489Survey Results	Surveying Services: Sth Tce: Coode to Ca	\$893.20
1723.203308-01	08/07/2016	203308ATI Mirage Training Solutions	Outlook/Word/Excel Training - Func & Hosp Off	\$892.50
1733.204288-01	22/07/2016	204288Barcode Direct	5 x Barcode Scanners	\$883.30
1733.201815-01	22/07/2016	201815Quick Corporate Aust Pty Ltd	General Stationery	\$882.02
1734.207842-01	22/07/2016	207842Amazon Web Services	Online Cloud Services: Feb 2016	\$876.33
1723.207721-01	08/07/2016	207721Clarity Corporate Communications Pt	Consultancy Works	\$869.00
1733.201608-01	22/07/2016	201608Econo Sweep	Sweeping of Car Parks	\$869.00
1733.201800-01	22/07/2016	201800Eighty Nine Enterprises	Roller Door Maintenance - CPV U13	\$862.99
1723.205920-01	08/07/2016	205920Conburg Plumbing & Property Mainten	Boiler House Maintenance - CPV	\$856.90
1723.207685-01	08/07/2016	207685KL Media Pty Ltd T/as All Access	DVD's As Selected	\$844.38
1723.201827-01	08/07/2016	201827Contek Communications	Remove & Replace Existing Telstra Box	\$836.00
1733.207128-01	22/07/2016	207128Blake Shopland Carpentry	Fencing - Comm Cnt Pond	\$825.00
1723.203641-01	08/07/2016	203641Cannon Hygiene	Hygiene Services: Public Conveniences to	\$824.91
1733.207671-01	22/07/2016	207671Ohura Consulting	Reclassification & EBA Support: Consulta	\$816.75
1723.204981-01	08/07/2016	204981Westrac Pty Ltd	Service Call Plant	\$805.60
1733.205833-01	22/07/2016	205833Quik Corp Pty Ltd	Bearing & Housing Kit, Hose Real Motor	\$789.36
1723.207728-01	08/07/2016	207728Burson Automotive Pty Ltd	Workshop Consumables	\$789.28
1733.76267-01	22/07/2016	76267Daytone Printing	Food Safety Assessment Books x 20	\$777.70
1723.202450-01	08/07/2016	202450AP2 Australasia Ltd	Engage Essentials	\$770.00
1733.204374-01	22/07/2016	204374Garmony Property Consultants	Valuation Report - CPV U68 & 103	\$770.00
1723.85472-01	08/07/2016	85472Ellenby Tree Farm Pty Ltd	Plants as Ordered	\$764.50
1733.207839-01	22/07/2016	207839Sodexo Australia Pty Ltd	NAIDOC Flag Raising Ceremony: Catering	\$753.50
1733.203106-01	22/07/2016	203106State Library of WA	Manning Library Stocktake: 2016	\$750.20
1723.207024-01	08/07/2016	207024SEM Distribution	Newspaper Deliveries	\$747.19
1733.204152-01	22/07/2016	204152Enware Australia Pty Ltd	Waterstax Biotac Microbes Solution	\$704.55
1723.207832-01	08/07/2016	207832Surf Online Safe	Cyber Safety Presentation	\$704.00
1723.202172-01	08/07/2016	202172Bin Bath Australia Pty Ltd	Cleaning of 36 Bins	\$702.24
1733.204758-01	22/07/2016	204758Kaper Trading	Mints For Customer Foyer & Hospitality	\$693.00

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1733.200510-01	22/07/2016	200510Totally Workwear - Victoria Park	Workwear	\$690.58
1733.207482-01	22/07/2016	207482ABA Automatic Gates	Supply & Install Replacment Beams to Fro	\$678.91
1723.204354-01	08/07/2016	204354Vizcom Technologies Pty Ltd	Repairs To Chambers VGA Switch Box	\$662.75
1723.204646-01	08/07/2016	204646Transoft Solutions (Australia) Pty	AutoTurn Map Maintenance: 2016/2017	\$660.00
1733.207172-01	22/07/2016	207172Acurix Networks	Extending Civic Library Wi-Fi	\$660.00
1733.207680-01	22/07/2016	207680Aquamonix	Replace Valve Box At SJMP	\$660.00
1733.76492-01	22/07/2016	76492Budget Rent A Car - LOC 20008	Hire Car For Ranger Services	\$633.97
1733.206734-01	22/07/2016	206734WA Mechanical Services	Civic Centre: Air Con	\$632.50
1733.76626-01	22/07/2016	76626Bunzl Ltd	Manning Seniors: Air Freshener	\$623.32
1723.205859-01	08/07/2016	205859James Campbell	Pioneer & Elders Luncheon: Photography	\$616.00
1723.207525-01	08/07/2016	207525WA Pump Control Systems Pty Ltd	SJMP: Bore Pump Electrical Connections	\$613.90
1723.202364-01	08/07/2016	202364Sure Seal Showers	CPV U148: Plumbing Maint	\$605.00
1733.85222-01	22/07/2016	85222Westbooks	Supply Books As Selected	\$601.87
1733.206067-01	22/07/2016	206067Kmart Tyre & Auto Service	4 Tyres	\$599.45
1723.203190-01	08/07/2016	203190Artists Chronicle	Evolve Development Display Add	\$590.00
1723.207751-01	08/07/2016	207751FM Contract Solutions Pty Ltd	Compliance Audits on Cleaning Cimas Syst	\$588.50
1733.203504-01	22/07/2016	203504Imperial Glass	Add Window Ventilation to Toilets	\$577.50
1733.80788-01	22/07/2016	80788McIntosh & Son WA	Bearings	\$558.20
1733.205166-01	22/07/2016	205166Andreotta Cardenosa Consulting	Salter Point Scout Hall: Building Inspec	\$550.00
1723.205840-01	08/07/2016	205840ADH Golf & Utility Vehicles	Club Car Repairs	\$547.25
1723.207830-01	08/07/2016	207830Australian Road Safety Foundation L	Wheelie Bin Stickers	\$545.00
1723.205134-01	08/07/2016	205134Vaucluse Newsagency	Assorted Magazines: June 2016	\$531.55
1733.200473-01	22/07/2016	200473Millpoint Caffe Bookshop	Gift Voucher: SPYWA	\$526.98
1733.206639-01	22/07/2016	206639Redimed Pty Ltd	Pre Employment Medicals	\$506.00
1723.85049-01	08/07/2016	85049E & MJ Rosher Pty Ltd	Starter For Plant	\$505.10
1723.202610-01	08/07/2016	202610Australian Golf Course Superintendan	AGCSA Membership CPGC Super	\$500.00
1723.207214-01	08/07/2016	207214Mr A Knapp	Elders & Pioneers Luncheon: Welcome To t	\$500.00
1733.204610-01	22/07/2016	204610Fixit Maintenance and Roofing	Ops Centre Gutter Repairs	\$495.00
1733.207557-01	22/07/2016	207557TenderLink.Com	Advertising	\$495.00
1723.206658-01	08/07/2016	206658Fish Doctor	Aquarium Service	\$489.50
1733.207700-01	22/07/2016	207700Waterford Supa IGA	Catering For SPYN Meeting	\$486.95
1733.74683-01	22/07/2016	74683WA Limestone Co	1 Semi Load of Yellow Sand	\$484.97
1733.207726-01	22/07/2016	207726Alpha Hire Pty Ltd	WGC Thomas Pavillion: Portable Room Hire	\$484.00
1733.77031-01	22/07/2016	77031Tudor House	PCP Banner & Art Presentation	\$477.40
1736.83433-01	29/07/2016	83433Angelo Street Gallery & Picture Fra	Retirement Photos x 2 - Custom Framing	\$460.00
1733.20379-01	22/07/2016	20379Major Motors Pty Ltd	Service of Plant	\$458.21
1723.202328-01	08/07/2016	202328SecurePay Pty Ltd	Web Payments: June 2016	\$450.40
1733.207123-01	22/07/2016	207123Mr R Anson	Design Advisory Consultants Meeting: 7/6	\$440.00
1733.207124-01	22/07/2016	207124Mr T Paterson	Design Advisory Consultants Meeting: 7 &	\$440.00
1733.207840-01	22/07/2016	207840Shower Regrouting	CPV U90: Refurbishment	\$440.00
1723.207281-01	08/07/2016	207281Emergency Media Pty Ltd	ANZSEBP Summer 2016: Subscription	\$434.50
1723.207327-01	08/07/2016	207327Isunshade System	CPV U87: Blinds Cleaning	\$425.00
1723.207834-01	08/07/2016	207834Australia Post	Library Postage: June 2016	\$413.80
1723.207530-01	08/07/2016	207530Offshore Mining & Civil Pty Ltd	Degas Fridges At Transfer Station	\$402.05
1723.200735-01	08/07/2016	200735Lawrence And Hanson	Light Globes: Old Mill Theatre	\$400.40
1723.21088-01	08/07/2016	21088Waldecks Bentley	Large Blue Pots For Lunch Room	\$398.00
1733.73709-01	22/07/2016	73709Jason Signmakers	10 x Pedestrian Give Way To Vehicles	\$395.45
1723.204695-01	08/07/2016	204695OfficeMax Australia Ltd	Stationery - Ops Centre	\$391.24
1733.207641-01	22/07/2016	207641Chamber of Arts & Culture WA Inc	Local Govt Associate Membership	\$385.00
1733.207728-01	22/07/2016	207728Burson Automotive Pty Ltd	Workshop Consumables	\$367.13
1733.203439-01	22/07/2016	203439Prestige Alarms	Ops Centre Service Callout	\$363.00
1733.207814-01	22/07/2016	207814Hisconfe Pty Ltd	New Conference Room Equipment	\$355.18
1733.207266-01	22/07/2016	207266Beacon Equipment - Bentley	Repairs to Chainsaw	\$353.50
1733.206658-01	22/07/2016	206658Fish Doctor	Aquarium Service	\$352.00
1733.205233-01	22/07/2016	205233Touchwood Nursery	Plant Purchases	\$352.00
1733.205582-01	22/07/2016	205582ALS Library Services Pty Ltd	Books As Selected	\$347.08
1723.206639-01	08/07/2016	206639Redimed Pty Ltd	Pre-Employment Medical	\$346.50
1723.200473-01	08/07/2016	200473Millpoint Caffe Bookshop	SPYWA: Gift Vouchers	\$342.60
1723.202988-01	08/07/2016	202988Commercial Antenna Systems Pty Ltd	Antenna Maintenance - CPV	\$328.00
1733.203591-01	22/07/2016	203591Parkland Mazda	Fleet Vehicle Service	\$320.00
1723.203366-01	08/07/2016	203366T-Quip	Service of Bunker Rake	\$312.10
1733.206278-01	22/07/2016	206278Battery World Welshpool	Battery For Plant	\$309.00
1733.204837-01	22/07/2016	204837Mrs F C Nababan	Expenses Reimbursement	\$305.96
1733.204556-01	22/07/2016	204556City Subaru	Fleet Vehicle Service	\$299.95
1732.76670-01	20/07/2016	76670Deputy Child Support Registrar	Payroll Deduction PPE 4 & 18/7/2016	\$297.44
1723.201800-01	08/07/2016	201800Eighty Nine Enterprises	CPV U134: Rollerdoor Repairs	\$292.00
1723.205340-01	08/07/2016	205340Funky Balloons	SPYWA Event: Decorations	\$282.70
1733.207529-01	22/07/2016	207529Sims Recycling Solutions (ESPA)	Recycling Charges: June 2016	\$281.60
1733.204337-01	22/07/2016	204337Kerb Doctor	Ley St: Kerb Repairs	\$275.00
1733.207722-01	22/07/2016	207722Fleming's Nursery Pty Ltd	Supply 14 x Pyrus Calleryana Bradford	\$265.28
1723.203434-01	08/07/2016	203434Abmusic Aboriginal Corporation	NAIDOC Performance	\$264.00

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1733.206963-01	22/07/2016	206963Pets Meat Suppliers	Dog & Cat Food	\$256.00
1733.207685-01	22/07/2016	207685KL Media Pty Ltd T/as All Access	DVD's as Selected	\$248.70
1723.207551-01	08/07/2016	207551Loose Produce	Sustainability Life Training Session	\$237.70
1733.204510-01	22/07/2016	204510Karalee Tavern	Beverages for Functions	\$234.97
1723.207465-01	08/07/2016	207465Box Corporate	Fruit Deliveries: June 2016	\$234.00
1723.206957-01	08/07/2016	206957Anglicare WA Training Services	Elder Abuse Seminar x 1	\$230.00
1723.204588-01	08/07/2016	204588Western Resource Recovery Pty Ltd	Manning Seniors: Clean Grease Trap	\$229.90
1723.200293-01	08/07/2016	200293Poolegrave Signs & Engraving	Ops Centre Office Hours Sign	\$220.00
1733.76259-01	22/07/2016	76259Mr W Hames	Design Advisory Consultants Meeting: 7 J	\$220.00
1733.207487-01	22/07/2016	207487Motus Architecture	Design Advisory Consultants Meeting: 11	\$220.00
1733.207122-01	22/07/2016	207122Mr J Thierfelder	Design Advisory Consultants Meeting: 7/6	\$220.00
1723.84314-01	08/07/2016	84314Work Clobber	Work Boots	\$216.00
1733.207656-01	22/07/2016	207656Outdoor Tactical	3 x Cargo Pants	\$215.98
1723.201648-01	08/07/2016	201648Aus Record	Records Files & Labels	\$215.38
1733.202959-01	22/07/2016	202959Playright Australia Pty Ltd	Mends St: Repairs to Playground Equipmen	\$210.10
1723.207814-01	08/07/2016	207814Hisconfe Pty Ltd	Conference Room Equipment	\$201.46
1733.207448-01	22/07/2016	207448Floral Image	Rental - Flowers- Mayors Office: Jul-Sep	\$200.20
1722.202938-01	08/07/2016	202938Mrs S D Doherty	Expense Reimbursement	\$200.00
1723.207823-01	08/07/2016	207823Balcatta Soccer Club (Inc)	KidSport Grant x 1	\$200.00
1723.207480-01	08/07/2016	207480Belmont Netball Association Inc	KidSport Grant x 1	\$200.00
1723.84990-01	08/07/2016	849901st Salter Point Sea Scouts	KidSport Grant x 1	\$200.00
1733.204563-01	22/07/2016	204563WJE Bannister	Interview Summary: K Trent	\$200.00
1723.202872-01	08/07/2016	202872Cabcharge Australia Limited	Cabcharges: June 2016	\$194.20
1733.84393-01	22/07/2016	84393Seton Australia Pty Ltd	First Aid Kits for Ops Centre First Aid Room	\$187.55
1733.207190-01	22/07/2016	207190Lightspeed Communications Aust Pty	Replace Light Switch in Computer Room	\$184.80
1722.207613-01	08/07/2016	207613Mr T Burrows	Expense Reimbursement	\$184.32
1733.21416-01	22/07/2016	21416Parker Black & Forrest Pty Ltd	Keys For Morris Mundy Pavillion	\$181.50
1733.201859-01	22/07/2016	201859Como IGA	Laundry Powder	\$178.28
1723.202452-01	08/07/2016	202452Lock Stock & Farrell Locksmith	CPV U90: Refurbishment	\$173.80
1723.207798-01	08/07/2016	207798Candlelight Farm	Living Smart Program: Educational Materi	\$170.00
1723.201391-01	08/07/2016	201391Refresh Pure Water	Water Bottle Refills	\$170.00
1733.204291-01	22/07/2016	204291Iron Mountain Australia Group Pty L	Secure Container Service	\$169.62
1723.84680-01	08/07/2016	84680Officeworks	IT Consumables	\$167.88
1723.204458-01	08/07/2016	204458Central Fire Services Pty Ltd	Monthly Fire Services Inspections - June	\$154.00
1723.206646-01	08/07/2016	206646Department Of Planning	DAP Amendment: 12-16 Charles St, South P	\$150.00
1733.206166-01	22/07/2016	206166Manheim Pty Ltd	Abandoned Vehicles Towing	\$148.50
1723.201859-01	08/07/2016	201859Como IGA	Library Event Supplies	\$143.96
1723.200342-01	08/07/2016	200342West Australian Newspapers Limited	Newspaper Deliveries	\$141.59
1723.85051-01	08/07/2016	85051Matting Solutions WA Pty Ltd	Ops Centre: Rib Mat For Front Door	\$139.39
1723.204562-01	08/07/2016	204562Harvey Norman AVIT Superstore	Heater	\$139.00
1733.203081-01	22/07/2016	203081Filters Plus	Air Filter For Plant	\$137.28
1723.84791-01	08/07/2016	84791Lamp Replacements Pty Ltd	Lamp Replacements	\$132.00
1733.207689-01	22/07/2016	207689Port Power Service	CPV U12: Electrical Maintenance	\$132.00
1733.201391-01	22/07/2016	201391Refresh Pure Water	Water Supplies: Rangers	\$120.00
1735.207040-01	29/07/2016	207040Nespresso Australia	Coffee Pods	\$116.80
1733.84314-01	22/07/2016	84314Work Clobber	Work Boots	\$113.40
1723.203081-01	08/07/2016	203081Filters Plus	Air Filter	\$110.88
1723.205820-01	08/07/2016	205820Statewide Vehicle Hoist Service WA	Annual Service of Hoist	\$110.00
1733.206623-01	22/07/2016	206623Envirolab Services WA Pty Ltd	Identifying Asbestos Sheeting	\$110.00
1733.84791-01	22/07/2016	84791Lamp Replacements Pty Ltd	Light Globes	\$110.00
1733.203184-01	22/07/2016	203184Kennards Hire	Fridge Trolley Hire	\$106.00
1723.200269-01	08/07/2016	200269Martins Trailer Parts Pty Ltd	Jockey Wheel	\$100.76
1723.207315-01	08/07/2016	207315Finowen Pet Cremations	Disposal of Cats x 9	\$99.00
1733.202172-01	22/07/2016	202172Bin Bath Australia Pty Ltd	Bin Cleaning	\$98.56
1733.207841-01	22/07/2016	207841Ayan Mohamed Ali	Junior Books	\$96.00
1733.84680-01	22/07/2016	84680Officeworks	IT Consumables	\$91.97
1723.203622-01	08/07/2016	203622Harvey Fresh	Milk Supplies Ops Centre	\$90.99
1733.203622-01	22/07/2016	203622Harvey Fresh	Milk Supplies: Ops Centre	\$90.99
1733.207567-01	22/07/2016	207567Lawnswood Pet Cremation & Cemetery	Animal Body Bags x 1 Carton	\$90.00
1733.83878-01	22/07/2016	83878BOC Gases	Container Service: 29/5/16-28/6/16	\$85.10
1723.201833-01	08/07/2016	201833IPWEA - **WA Only**	Asset Valuations: Asset Coordinator	\$85.00
1723.205534-01	08/07/2016	205534Superclean	Laundry Service: June 16	\$80.85
1733.202249-01	22/07/2016	202249Local Government Managers Australia	LGMA Workshop x 1	\$55.00
1733.74330-01	22/07/2016	74330Sheridan's for Badges	Name Badge: Mayor Doherty	\$46.55
1733.207315-01	22/07/2016	207315Finowen Pet Cremations	Animal Disposal	\$44.00
1733.202511-01	22/07/2016	202511Pirtek Welshpool	Air Fittings For Plant	\$38.36
1723.80788-01	08/07/2016	80788McIntosh & Son WA	Metal Dust Cap	\$38.13
1733.201119-01	22/07/2016	201119Hoseco Welshpool	Nylon Tubbing	\$23.91
1733.206376-01	22/07/2016	206376Ms M Sullivan	Expense Reimbursement	\$20.00
1733.205884-01	22/07/2016	205884Ampac Debt Recovery WA Pty Ltd	External Debt Recovery - UGP	\$19.25
1733.204937-01	22/07/2016	204937Wren Oil	Oil Disposal From Transfer Station & Wor	\$16.50

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1733.25522-01	22/07/2016	25522Mercury Messengers Pty Ltd	Courier Service: June 2016	\$14.71
1723.204237-01	08/07/2016	204237Dinghy World	Tube of Gear Oil	\$8.50
Total:	EFT			428 \$7,995,589.77
30105128	18/07/2016	21476Western Aust Treasury Corp	Loan P & I 220,227,230,223,224,225,231	\$279,793.61
30105178	31/07/2016	205515Department Of Transport	2016/2017 Licensing	\$32,863.25
30105177	31/07/2016	200406Perth Zoo	Ticket Machine Takings: July 2016	\$14,258.50
30105111	08/07/2016	200691Water Corporation	Water Usage	\$13,240.68
30105162	31/07/2016	22507BCITF	BCITF Levies: July 2016	\$12,831.42
30105163	31/07/2016	206450Building Commission	BS Levies - July 2016	\$11,550.94
30105129	18/07/2016	205503Mr G Cridland	Dep Mayor, Mtg Att/Comm Jul - Sep	\$10,737.50
30105176	31/07/2016	83856South Perth Bowling Club	Ticket Machine Takings: July 2016	\$10,611.93
30105158	25/07/2016	204989Telstra	Mobile Phone Charges	\$6,549.76
30105150	25/07/2016	84133Alinta	CPV Gas Supply	\$6,444.05
30105156	25/07/2016	204988Telstra	Land Lines: Usage & Equipment	\$4,047.05
30105151	25/07/2016	205986Department Of Transport	Vehicle Search Fees: June 2016	\$3,440.45
30105154	25/07/2016	204669Jonathan Epps - Arboriculturist	Inspect All Mature Trees & Report: Hopet	\$3,390.00
30105159	25/07/2016	204446Mrs C E Jones	Expense Reimbursement	\$2,460.00
30105153	25/07/2016	203154James Bennett Pty Ltd	AXIS 360 ebooks	\$2,200.00
30105179	31/07/2016	73091Administration Petty Cash	Petty Cash Reimbursement	\$1,918.35
30105132	20/07/2016	206338Larsen Superannuation Fund	Payroll Deduction PPE 4 & 18/7/2016	\$1,227.35
30105133	20/07/2016	202999Local Gov't Racecourses & Cemeterie	Payroll Deduction PPE 4 & 18/7/2016	\$1,066.00
30105131	20/07/2016	73636Hospital Benefit Fund	Payroll Deduction PPE 4 & 18/7/2016	\$993.80
30105164	31/07/2016	21545City of South Perth	BCITF & BS Levy Retained	\$562.75
30105130	20/07/2016	73970Australian Services Union	Payroll Deduction PPE 4 & 18/7/2016	\$316.20
30105115	08/07/2016	207307DVG Burswood Honda	Fleet Vehicle Service	\$300.94
30105116	08/07/2016	207824Kenwick Junior Football Club (Inc)	KidSport Grant x 1	\$200.00
30105155	25/07/2016	205384Ms M King	NAIDOC: Arts & Craft Supplies	\$123.90
30105134	20/07/2016	202589WA Local Govt Superannuation Plan	Payroll Deduction PPE 4 & 18/7/2016	\$80.00
30105113	08/07/2016	204769Dux Cafe Restaurant	Mayor/CEO Weekly Meeting	\$53.00
30105112	08/07/2016	204348Repco Auto Parts	Engine Oil	\$52.00
30105152	25/07/2016	204769Dux Cafe Restaurant	Mayor/CEO Weekly Meeting	\$50.00
30105157	25/07/2016	200691Water Corporation	7 Bradshaw Connection Charge	\$28.63
30105114	08/07/2016	206026Jason Jenke	Expense Reimbursement	\$24.20
Total:	Cheque			30 \$421,416.26
Total:	Creditors			458 \$8,417,006.03

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Non-Creditors

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00105161	26/07/2016	Estate of Mrs J A Wilkie	Refund to Departing Resident: CPV U82	\$303,062.51
00105160	26/07/2016	Estate of Mr D C Ward	Refund to Departing Resident: CPV U55	\$92,271.85
00018369	27/07/2016	Builderwest Pty Ltd	RefundRdResAccBond-25 Fairview Gdns	\$3,000.00
00018339	07/07/2016	Outdoor World	RefundRdResAccBond-20 Westbury Rd	\$2,200.00
00018342	07/07/2016	Outdoor World	RefundRdResAccBond-96 Comer St	\$2,200.00
00018345	07/07/2016	Outdoor World	RefundRdResAccBond-13 Omagh Grove	\$2,200.00
00018358	14/07/2016	Dale Alcock Home Improvement	RefundRdResAccBond-96 Comer St	\$2,200.00
00018359	14/07/2016	Australian Renovation Group Pty Ltd	RefundRdResAccBond-56 Todd Ave	\$2,200.00
00018360	14/07/2016	Quality Homes and Renos Pty Ltd	RefundRdResAccBond-29 Oxford St	\$2,200.00
00018367	27/07/2016	Summit Homes Group	RefundRdResAccBond-10 Hanover Pl	\$2,200.00
00105175	31/07/2016	Leukemia Foundation	Rfnd Hall/Swipe Card Bond:S/P Comm Hall	\$1,700.00
00018338	07/07/2016	Mr K Bourke	RefundHall/KeyBond-2/7/16	\$1,650.00
00018363	25/07/2016	Wildlife Asia	RefundHallBond-8/7/16	\$1,650.00
00018364	25/07/2016	Ms K Love	RefundHall/SwipeCardBond-9/7/16	\$1,650.00
00105149	21/07/2016	The Rotary Club of Rossmoyne	Refund of Hall Hire: South Perth Community Hall	\$1,592.30
00105174	31/07/2016	Mr Andrew James	37A Gardner Street	\$1,585.29
00105127	14/07/2016	Mr Phil Davis	1/166 Coode St: Crossover Subsidy & Footpath Reimb	\$1,062.04
00105118	14/07/2016	Como Primary School P&C Association	Community Funding Grant: Como School 100Yr Celebra	\$1,000.00
00018337	07/07/2016	Mrs S A Shukor	RefundHall/KeyBond-6/7/16	\$950.00
00105124	14/07/2016	South Perth Bridge Club	Refund Debtor A/C Overpayment	\$778.60
00018346	07/07/2016	Tempo Homes	RefundRdResAccBond-1/166 Coode St	\$700.00
00018357	12/07/2016	Ms J R D'Silva	RefundRdResAccBond-2 Hanover Place	\$700.00
00105125	14/07/2016	Mr Shaun Height	Crossover Subsidy: 46 Birdwood Ave	\$689.04
00105173	31/07/2016	Mr Christopher Marwick	Crossover Subsidy: 25 Fairview Gardens	\$679.66
00105148	21/07/2016	Matthew McGuire	Citizenship Ceremony: Welcome to the Country	\$550.00
00018340	07/07/2016	Outdoor World	RefundRdResAccBond-162 Coode St	\$500.00
00018341	07/07/2016	Outdoor World	RefundRdResAccBond-67/80 Henley St	\$500.00
00018343	07/07/2016	Outdoor World	RefundRdResAccBond-1/49 Hobbs Ave	\$500.00
00018344	07/07/2016	Outdoor World	RefundRdResAccBond-68 Crawshaw Cres	\$500.00
00018347	07/07/2016	Mr D Toussaint	RefundRdResAccBond-46 Hope Ave	\$500.00
00018348	07/07/2016	Mr D Toussaint	RefundRdResAccBond-46 Hope Ave	\$500.00
00018349	12/07/2016	Ms M B Graham	RefundRdResAccBond-11 Godwin Aven	\$500.00
00018350	12/07/2016	Mrs L J Mansfield	RefundRdResAccBond-151 Lockhart St	\$500.00
00018351	12/07/2016	Summit Homes Group	RefundRdResAccBond-42 Murray St	\$500.00
00018352	12/07/2016	Mr A J McDonald	RefundRdResAccBond-36 George St	\$500.00
00018353	12/07/2016	Mr & Mrs S E Downing	RefundRdResAccBond-19B Godwin Ave	\$500.00
00018354	12/07/2016	Riverina Pools	RefundRdResAccBond-2 Warrego St	\$500.00
00018355	12/07/2016	Mrs E G K France	RefundRdResAccBond-26 Birdwood Ave	\$500.00
00018356	12/07/2016	D Sedgewick	RefundRdResAccBond-11 Deerpark Gardens	\$500.00
00018361	14/07/2016	Duy Dau Nguyen	RefundRdResAccBond-27 Comer St	\$500.00
00018362	14/07/2016	Barrier Reef Pools WA Pty Ltd	RefundRdResAccBond-17 Dacelo Vista	\$500.00
00018365	25/07/2016	Mr G Hutchings	RefundRdResAccBond-1/177 Melville Pde	\$500.00
00018366	27/07/2016	Mr R Martin	RefundRdResAccBond-50 Redmond St	\$500.00
00018368	27/07/2016	Mr G G Mangelsdorf	RefundRdResAccBond-67 McDonald St	\$500.00
00018370	27/07/2016	Mrs Karen Herbert	RefundRdResAccBond-28 Cloister Ave	\$500.00
00018371	27/07/2016	Residential Building WA Pty Ltd	RefundRdResAccBond-42 Apus Loop	\$500.00
00018372	27/07/2016	Mr A C Winzer	RefundRdResAccBond-23 Salter Point Pde	\$500.00
00018373	27/07/2016	D Mustano	RefundRdResAccBond-49 Eric St	\$500.00
00018374	27/07/2016	Ms P Kowalski	RefundRdResAccBond-37A Griffin Cres	\$500.00
00105126	14/07/2016	Mr Christopher Shaw	Crossover Subsidy: 1/299 Canning Hwy	\$493.92
00105120	14/07/2016	McClare's Baked Spuds	Refund of Trading Licence Fee: GBLC StrEats	\$400.00
00105122	14/07/2016	Orla Mulholland-Patterson	Ind Devlpmt Grant: Intl Yachting Championships	\$300.00
00105123	14/07/2016	Jack Bird	Individual Development Grant 2016	\$200.00
00105166	31/07/2016	Allcolour Holdings Pty Ltd	1/37 Elizabeth Street: Building Permit Refund	\$157.65
00105142	21/07/2016	Lily Graves	South Perth Young Writers Award	\$150.00
00105144	21/07/2016	Charlotte Harvey-Lissienko	South Perth Young Writers Award	\$150.00
00105135	21/07/2016	Christian O'Neill	South Perth Young Writers Award	\$100.00
00105136	21/07/2016	Evan Ratcliffe	South Perth Young Writers Award	\$100.00
00105137	21/07/2016	Madeleine Pink	South Perth Young Writers Award	\$100.00
00105140	21/07/2016	Ethan O'Connor	South Perth Young Writers Award	\$100.00
00105143	21/07/2016	Helena O'Sullivan	South Perth Young Writers Award	\$100.00
00105121	14/07/2016	K Bruce	Refund Dog Registration	\$75.00
00105138	21/07/2016	Paige Chilcott	South Perth Young Writers Award	\$75.00
00105139	21/07/2016	James Richardson	South Perth Young Writers Award	\$75.00
00105141	21/07/2016	Riley Plester	South Perth Young Writers Award	\$75.00
00105165	31/07/2016	Mona Kiani	Streets Alive Host	\$53.27
00105119	14/07/2016	Landmark Settlements (Australia)	Refund Overpaid A/C Enquiry Fee	\$40.00
00105117	14/07/2016	Lisa Williams	Expense Reimbursement	\$30.00
00105147	21/07/2016	Mr Harry Goff	Refund Purchase Cost of Audio Recording of Agenda	\$25.00
00105146	21/07/2016	Mr John Kingdon	Located Library Item Refund	\$12.50
00105145	21/07/2016	Bahareh Rostam Pour	Located Library Item Refund	\$9.75

Payment Listing
Payments between
1/07/2016 to 31/07/2016



Print Date and time: 12/08/2016 1:40:48PM

Non-Creditors

Reference No.	Date	Payee	Description	Amount
J0105172	31/07/2016	Erin Knight	Refund for Located Library Item	\$8.00
Total: Cheque				72 \$445,501.38

Total: Non-Creditors 72 \$445,501.38

Grand Total: 530 \$8,862,507.41

MINUTES

Audit, Risk and Governance Committee Meeting

9 August 2016



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Audit, Risk and Governance Committee Meeting - Minutes

1. DECLARATION OF OPENING

The Chair opened the meeting at 5.30pm and welcomed everyone in attendance.

2. ATTENDANCE

Cr Fiona Reid Moresby Ward (Chair)

Elected Members

Cr Ken Manolas Mill Point Ward (Deputy Chair)

Mayor Sue Doherty Mayor

Cr Sharron Hawkins-Zeeb Manning Ward (from 5.34pm)

Officers

Mr Geoff Glass Chief Executive Officer (from 5.33pm)

Mr Michael Kent Director Financial and Information Services (from 5.49pm)

Ms Vicki Lummer Director Development and Community Services

Mr Phil McQue Manager Governance and Administration

Ms Sharron Kent Governance Officer

Elected Members as Observers

Cr Travis Burrows Mill Point Ward (from 5.57pm)

Cr Colin Cala Manning Ward

Invited Guests

Mr David Scanlan Bartlett Workplace Lawyers (for Item 6.1 only from 5.30-5.45pm)

Mr Tony Macri Macri Partners (for Item 6.2 only from 5.49-6.05pm)

Mr Mit Gudka Macri Partners (for Item 6.2 only from 5.49-6.05pm)

2.1 APOLOGIES

Cr Cheryle Irons Mill Point Ward

Mr Mark Taylor Director Infrastructure Services

2.2 APPROVED LEAVE OF ABSENCE

No members were on a Leave of Absence.

3. DECLARATIONS OF INTEREST

Nil.

4. CONFIRMATION OF MINUTES

4.1 AUDIT, RISK AND GOVERNANCE COMMITTEE MEETING HELD: 14 June 2016

Officer Recommendation AND COMMITTEE DECISION

Moved: Mayor Sue Doherty
Seconded: Councillor Ken Manolas

That the Minutes of the Audit, Risk and Governance Committee Meeting held 14 June 2016 be taken as read and confirmed as a true and correct record.

CARRIED (3/0)

5. BUSINESS ARISING FROM PREVIOUS MEETING

Nil.

6. REPORTS

6.1 CODE OF CONDUCT REVIEW - BARTLETT WORKPLACE LAWYERS TO ATTEND

Location: Not Applicable
Ward: Not Applicable
Applicant: Council
File Ref: D-16-52280
Date: 9 August 2016
Author: Christine Lovett, Corporate Support Officer
Reporting Officer: Phil McQue, Manager Governance and Administration
Strategic Direction: Governance, Advocacy and Corporate Management --
Ensure that the City has the organisational capacity,
advocacy and governance framework and systems to deliver
the priorities identified in the Strategic Community Plan
Council Strategy: 6.1 Develop and implement innovative management and
governance systems to improve culture, capability, capacity
and performance.

Summary

This report seeks the Audit, Governance and Risk Committee's consideration and review of the City's Code of Conduct.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Mayor Sue Doherty
Seconded: Cr Ken Manolas

That the Audit, Governance and Risk Committee, having reviewed the Code of Conduct:

- a) recommends to Council that it adopt the revised Code of Conduct shown at **Attachment (a)**; and
- b) recommends to Council that it advise the Western Australian Local Government Association that it has been provided legal advice that recommends that Western Australian local government Code of Conducts contain certain legal clauses which would give it better practical and legal effect.

CARRIED (4/0)

6.1 Code of Conduct Review - Bartlett Workplace Lawyers to Attend

Background

Section 5.103 of the *Local Government Act 1995* requires Local Governments to have a Code of Conduct which is to be observed by Elected Members, members of council committees and employees. The City's Code of Conduct was most recently reviewed and adopted by Council on 24 March, 2015.

Comment

This Code of Conduct sets out requirements that members of council including members of council committees and the City's employees are to observe in relation to their conduct. Furthermore it makes available information for consultants, community advisory groups and contractors to enable them to understand the expectations of the City, in relation to personal conduct and behaviours while carrying out their duties.

An internal review of the Code of Conduct was carried out by the City and presented to the Audit, Governance and Risk Committee on 14 June 2016. The Audit, Governance and Risk Committee requested further clarification in relation to the inclusion of committees to the Code of Conduct.

The City took this opportunity to request Bartlett Workplace Lawyers to undertake a comprehensive review to ensure that its Code of Conduct complied with all relevant legislation and importantly had practical and legal effect, given the multi-layered, overlapping and legally complex framework local government operates in.

Specifically, Bartlett Workplace Lawyers focussed on the fundamental behaviours and expectations of the City's employees, and in turn, supporting processes where employees do not conform with those behaviours and expectations.

Bartlett Workplace Lawyers have provided a revised Code of Conduct for consideration as well as an Explanatory Memorandum, shown at **Attachment (a)**. Bartlett Workplace Lawyers have reviewed other local government Code of Conducts and public documentation relating to the requirements for local government Code of Conducts.

Bartlett Workplace Lawyers were unable to find any document that in their opinion provided a legally sound and good explanation of the purpose and legal operation of the legislatively required Code of Conduct and that Codes of Conducts adopted by other Western Australian local governments had identified deficiencies that would present difficulties in its practical and legal effect.

For this reason, it is considered appropriate that this matter be brought to the attention of the Western Australian Local Government Association, to benefit the local government sector.

Consultation

The proposed Code of Conduct was developed in consultation with Bartlett Workplace Lawyers.

Policy and Legislative Implications

Section 5.103(1) of the *Local Government Act 1995* requires every local government to prepare and adopt a Code of Conduct which is to be observed by council members, committee members and employees. The Code of Conduct is required to contain certain provisions which conform to the requirements of Regulations 34B and 34C of the *Local Government (Administration) Regulations 1996*.

6.1 Code of Conduct Review - Bartlett Workplace Lawyers to Attend

Financial Implications

Nil

Strategic Implications

This report is aligned to the City's [Strategic Community Plan 2015-2025](#).

Sustainability Implications

This report is aligned to the City's [Sustainability Strategy 2012-2015](#).

Attachments

- 6.1 (a):** Revised Code of Conduct - Bartlett Workplace Lawyers
- 6.1 (b):** Explanatory Memorandum - Bartlett Workplace Lawyers
(Confidential)

6.2 INTERIM AUDIT MANAGEMENT LETTER AND EXTERNAL AUDIT PLAN FOR 2016 ANNUAL AUDIT - MACRI PARTNERS TO ATTEND

Location:	City of South Perth
Ward:	Not Applicable
Applicant:	Council
File Ref:	D-16-53831
Date:	9 August 2016
Author / Reporting Officer:	Michael J. Kent, Director Financial and Information Services
Strategic Direction:	Governance, Advocacy and Corporate Management - - Ensure that the City has the organisational capacity, advocacy and governance framework and systems to deliver the priorities identified in the Strategic Community Plan
Council Strategy:	6.2 Develop and maintain a robust Integrated Planning and Reporting Framework (in accordance with legislative requirements).

Summary

This report presents the Audit Management Letter relating to the auditor's interim audit site visit conducted in June 2016.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Mayor Sue Doherty
Seconded: Councillor Sharron Hawkins-Zeeb

The Audit, Risk and Governance Committee recommend to Council that:

- (a) the Interim Audit Management Letter issued by the City auditors, Macri Partners be received and the City administration's responses be endorsed.
- (b) the External Audit Plan for the year ending 30 June 2016 presented by Macri Partners be noted.

Amendment

With the agreement of the Mover and Seconder a part (c) was added as follows:

- (c) the City of South Perth contact the Department of Local Government to ask for advice on the technical non-compliance on the Statutory reporting as per "Statutory Compliance (ii)" of the Auditor's Report.

The amendment then became the substantive as follows:

The Audit, Risk and Governance Committee recommend to Council that:

- (a) the Interim Audit Management Letter issued by the City auditors, Macri Partners be received and the City administration's responses be endorsed.
- (b) the External Audit Plan for the year ending 30 June 2016 presented by Macri Partners be noted.
- (c) the City of South Perth contact the Department of Local Government to ask for advice on the technical non-compliance on the Statutory reporting as per "Statutory Compliance (ii)" of the Auditor's Report.

CARRIED (4/0)

6.2 Interim Audit Management Letter and External Audit Plan for 2016 Annual Audit - Macri Partners to Attend

Background

Section 7.9 of the Local Government Act requires an independent audit of the City's financial records to be undertaken each year and for the Audit Report arising from the conduct of the annual audit of the City's financial statements to be presented to the Council, CEO and Minister for Local Government before 31 December each year. The (annual) Audit Report also is to be included in the publicly available Annual Report as part of our discharge of accountability to the community.

To facilitate this annual audit process, the City's auditors also undertake an 'Interim Audit' site visit prior to the end of the financial year to evaluate the financial systems and controls inherent in them and to conduct some transactional testing within the City's financial systems.

This field work is important in establishing the reliance which the auditors can place upon those systems and controls when they are validating the balances within the final year end financial statements for the City.

Audit regulations provide for an audit communication (identifying potential business improvement opportunities) known as the Audit Management Letter which is to be prepared and submitted to the CEO. This Management Letter is not a public document and is a confidential communication between the City's auditors, the Chief Executive Officer, Council and the Minister for Local Government.

It is a standard communication in which the auditors may make suggestions that they feel may enhance the City's current internal control environment. The City is not bound to adopt any or all of these recommendations although it typically would do so unless the suggested change was shown to be too onerous, expensive or impractical to implement relative to the perceived benefit or the extent of the risk.

The Management Letter is to include the auditor's comments accompanied by the City administration's response to each finding / suggestion. The letter (with the administration responses) is forwarded immediately following the Audit, Risk & Governance Committee meeting to the Department of Local Government for their review and noting of any proposed actions.

The Management Letter following the interim audit visit is provided to the Audit, Risk & Governance Committee as **Confidential Attachment (a)**.

Comment

The interim audit examined the internal controls in place in the City's systems - and related financial processes. This audit also involved transaction testing to review how effectively those controls worked in practice.

The interim audit field work involved testing of the following areas:

- Bank Reconciliations
- Investment of Surplus Funds
- Purchases
- Payments & Creditors
- Rate Receipts & Rates Debtors
- Receipts & Sundry Debtors
- Bank Reconciliations
- Payroll
- General Accounting & Journal Adjustments
- Technology Controls
- Registers (Tender Register etc)
- Review of Council Minutes

6.2 Interim Audit Management Letter and External Audit Plan for 2016 Annual Audit - Macri Partners to Attend

In conducting their field work, the City's Auditors have acknowledged the integrity of the City's financial management systems and procedures. They have also examined and undertaken testing in relation to certain compliance matters.

The auditors made several minor observations about matters observed during the interim audit. Of the minor matters noted, five improvement actions are already in place and one is in progress and will be completed by the time the annual audit is undertaken.

Management Letter

In the detailed analysis of financial procedures by the auditors, the minor recommendations made in the Management Letter related to:

- Adding the date to reviewing officer's signature on bank reconciliations (Actioned)
- Suggested background checks on new creditors (In progress)
- Recording of all requested quotes on Purchase Orders (Completed)
- Reviewing major changes to Creditor Master-files (Completed)
- Adding additional signatures on receipting reports (Actioned)
- Monitoring leave entitlements (Actioned)

There were also a couple of observations regarding very minor technical statutory compliance matters:

- Recording the delegation number in the Tender Register (Actioned)
- Timing of presentation of financial activity statement to Council during the recess period (Noted - but no further action)

These issues are regarded as minor matters. They were considered by senior management who have provided appropriate responses and comment on the agreed actions to the auditors in the Audit Management Letter (**Confidential Attachment (a)**).

Although the City was compliant with matters relating to asset residual values and depreciation on long lived assets at fair value, the Auditors took the opportunity to remind all local governments of this requirement on their audit letters. This is noted.

External Audit Plan - Year Ending 30 June 2016

The City has adopted a best practice approach towards communication between its auditors and the Audit, Risk & Governance Committee. The committee meets twice a year with the auditors - once (after the interim audit but prior to the annual audit) for the auditors to present the external audit plan for the annual audit; and once after the annual audit to present the Audit Completion Report which is the final step before the sign off of the Audit Opinion on the annual financial statements.

Representatives of the City's auditors Macri Partners will present the External Audit Plan for the year ending 30 June 2016 to the August 2016 Audit, Risk & Governance Committee meeting (**Confidential Attachment (b)**).

Consultation

Confidential Attachment 6.1 (a) to this report has resulted from a review of the internal control environment. In performing this review, the City has been in consultation with its external auditors Macri Partners. The work that has been collaboratively undertaken by the City and the external auditors will enable the auditors to make an informed assessment of the extent of reliability that they can place on the City's internal controls in future audits.

6.2 Interim Audit Management Letter and External Audit Plan for 2016 Annual Audit - Macri Partners to Attend

Policy and Legislative Implications

In accordance with the requirements of the Section 7.9 of the Local Government Act, Department of Local Government Guidelines, relevant Australian Accounting Standards and the Local Government (Financial Management) Regulations.

The City's responses to the improvement opportunities identified by the auditors demonstrate a culture of continuous improvement being undertaken in relation to the organisation's internal control environment.

Financial Implications

There are no direct financial implications arising as a consequence of this report although it is acknowledged that the effectiveness of the internal control environment should mitigate the potential for adverse financial consequences.

Strategic Implications

This report is aligned to the City's [Strategic Community Plan 2015-2025](#).

Sustainability Implications

This report is aligned to the City's [Sustainability Strategy 2012-2015](#). There are no direct sustainability implications relating to this report although the internal control environment does indirectly facilitate the most efficient use of City resources. In this way it contributes to our ongoing sustainability.

Attachments

- 6.2 (a):** Management Letter (*Confidential*)
- 6.2 (b):** External Audit Plan for the year ending 30 June 2016 to the August 2016 Audit, Risk & Governance Committee meeting (*Confidential*)

6.3 REVIEW OF POLICY P603 - INVESTMENT OF SURPLUS FUNDS

Location:	City of South Perth
Ward:	Not Applicable
Applicant:	Council
File Ref:	D-16-58186
Date:	9 August 2016
Author / Reporting Officer:	Michael J. Kent, Director Financial and Information Services
Strategic Direction:	Governance, Advocacy and Corporate Management - - Ensure that the City has the organisational capacity, advocacy and governance framework and systems to deliver the priorities identified in the Strategic Community Plan
Council Strategy:	6.2 Develop and maintain a robust Integrated Planning and Reporting Framework (in accordance with legislative requirements).

Summary

This report addresses a request to review Policy P603 - Investment of Surplus Funds.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Councillor Ken Manolas
Seconded: Councillor Sharron Hawkins-Zeeb

The Audit, Risk and Governance Committee recommends to Council that:

- (a) Council determines that it will not amend Policy P603 - Investment of Surplus Funds for the reasons articulated in the officer report;
- (b) Council agrees to modify Delegation DC603 to provide for the addition of IMB and Rabobank (neither of which invest in fossil fuel related activities) as approved financial institutions in which City of South Perth surplus funds may be invested;
- (c) Council endorses and encourages the City administration to continue its reporting initiative of disclosing the monetary value and portfolio proportion of its investments in institutions that do not invest in or support fossil fuels.

Amendment

Moved: Councillor Fiona Reid
Seconded: Mayor Sue Doherty

To add a part (d) as follows:

- (d) *The City of South Perth performs a preliminary investigation into the development of a Framework for Investment of Surplus Funds, which focuses on integrating environmental protection, social advancement and economic prosperity. Findings from the investigation and recommendations be presented at the August 2017 Audit, Risk and Governance Committee meeting for consideration.*

CARRIED WITH CASTING VOTE (3/2)

The amendment then became the substantive as follows:

The Audit, Risk and Governance Committee recommends to Council that:

- (a) Council determines that it will not amend Policy P603 - Investment of Surplus Funds for the reasons articulated in the officer report;

6.3 Review of Policy P603 - Investment of Surplus Funds

- (b) Council agrees to modify Delegation DC603 to provide for the addition of IMB and Rabobank (neither of which invest in fossil fuel related activities) as approved financial institutions in which City of South Perth surplus funds may be invested;
- (c) Council endorses and encourages the City administration to continue its reporting initiative of disclosing the monetary value and portfolio proportion of its investments in institutions that do not invest in or support fossil fuels.
- (d) The City of South Perth performs a preliminary investigation into the development of a Framework for Investment of Surplus Funds, which focuses on integrating environmental protection, social advancement and economic prosperity. Findings from the investigation and recommendations be presented at the August 2017 Audit, Risk and Governance Committee meeting for consideration.

CARRIED WITH CASTING VOTE (3/2)

Background

The City has in place a Policy Statement P603 - Investment of Surplus Funds (last reviewed March 2016) that provides prescriptive guidance to those officers with delegated authority to invest the City's funds in certain types of financial instruments with specified financial institutions.

The policy specifies a number of objective considerations that must be taken into account when making investment decisions including:

- Preservation of Capital
- Liquidity and Consideration of Organisational Cash Flow Needs
- Prudent Person Standard
- Ethics & Conflicts of interest
- Risk Management (Credit quality, counter-party risk a term to maturity)
- Approved versus Prohibited Investments.
- Legislative Framework

The policy was based upon Department of Local Government Guideline No 19 (currently withdrawn) which reflects the professional guidance that was issued to local governments in the wake of the Grange Securities / Lehmann Brothers collapse that precipitated the global financial crisis.

Whilst it is acknowledged that this guidance took an extremely prudent and restricted view of suitable investment practices, it has definitely raised industry awareness of the complexities of modern financial instruments, credit quality and risk profiles. As such it is still considered to be prudent and useful guidance.

In conducting audits of the City's finances, our external auditors use the Investment Policy as an objective standard to evaluate the City officers' investment practices.

Following an approach from community members seeking to have the policy modified, Council requested that the Investment Policy be reviewed and a report be presented back to the Audit & Governance Committee.

Comment

The review was to give consideration to whether Policy P603 should be modified to include:

A deliberative preference for investment with financial institutions that do invest in or finance the fossil fuel industry where:

6.3 Review of Policy P603 - Investment of Surplus Funds

- a) The investment is compliant with Council's investment policy with regard to risk diversification and credit rating;
- b) The interest rate is favourable to Council relative to other similar investments that may be on offer at the time of the investment.

In addressing this request it is important to clearly acknowledge that the underlying philosophical / ideological premise on which this request is based is not challenged or contested. Individual views and preferences in relation to what may be considered as ethical versus unethical investment choices are acknowledged and respected.

The professional officer response is concerned only with the practicality of operationalising the request, its potential impact on investment portfolio credit quality and risk as well as the resulting operational impact on the range of investment options available.

A study of available online resources in relation to the position of various financial institutions (www.marketforces.org.au/banks/compare/about) reveals that of 120 institutions surveyed, only 12 were specifically identified as investing in or loaning to companies associated with industries involving fossil fuels.

Not surprisingly, almost all of these were either the 4 'big banks' or their subsidiaries. These top tier banks are the financial institutions that provide the full spectrum of banking services that a local government requires rather than simply focussing narrowly on investment.

Of the remaining institutions, there were a very significant number of credit unions, building societies and mutual funds that either:

- Provided only retail / individual member banking services
- Did not have a stated position in relation to fossil fuels
- Would fail to meet the credit quality criteria of the investment policy.

There were 8 'banks' with a national presence identified that claimed not to have investments in industries associated with fossil fuels. Of these only 5 were identified as potentially meeting the credit quality criteria and having an accessible investment desk with which a VVA based local government could easily transact.

The institutions classified as 'banks' that potentially meet the credit quality criteria included:

- Bank of Queensland
- Suncorp Bank
- IMB (potentially some financial instruments of suitable quality)
- Bendigo Bank
- Rabobank (investment desk status unconfirmed at this time as they do not have a known local government presence)

The City currently holds investments with 2 of these institutions - being the Bank of Queensland and Suncorp Bank (currently \$21.5M or 32.6% of our invested funds).

The City also notes that the current investment policy as part of its prudent risk management approach requires that 80% of the City's investments should be in financial institutions that achieve a minimum Standard & Poor rating of A1 short term or A+ long term or better. Currently, 84.8% of City investments achieve that benchmark, so the opportunity to expand that horizon in future is rather limited.

6.3 Review of Policy P603 - Investment of Surplus Funds

Should the City decide to implement the suggested change to the policy, by qualifying the 'deliberatively preferenced' financial institutions with the requirement that the other considerations such as credit rating and risk diversification in the policy are met, we arguably effectively limit the approved financial institutions basically back to the list that already exists under Policy P603 and the associated delegation. Given that only a further 5% discretionary threshold currently exists anyhow, one must question the imperative for the change.

At best, potentially IMB or Bendigo Bank might be added to the delegation list to expand options subject to them meeting the credit quality criteria - but this is not categorically known without examining the specific financial instruments.

From an operational perspective, the officers have some discomfort as to how the subjectivity of the term 'deliberative preference' for certain types of investments may be operationalised should the investment decisions between financial institutions investing in or not investing in fossil fuels be tested during audit. Such policy statements would need to be clear and unambiguous - as is the current policy.

The administration would also like to offer a cautionary comment regarding the potential consideration of 'quotas' for investments with institutions that appear to meet certain ideological criteria. Introduction of any proposed new investment quotas must always be balanced against the existing criteria relating to investment quality and investment mix to establish whether the new criteria are compatible with existing ones. For instance, it would be very concerning if a requirement to meet a new social criteria required the City to compromise its existing objective criteria in relation to credit quality of investments or counter-party risk mix.

After careful deliberative considerations, the City is of a view that modifying the policy in the manner requested is unlikely to have discernible positive impacts on the existing investment practice but potentially trying to meet new 'quotas' could require the City to invest in lower credit quality investment instruments.

The City currently has, of its own volition, already invested some 30% of its funds in institutions that meet the requester's preferred criteria.

Notwithstanding this, the City is quite amenable to demonstrating its corporate commitment to environmental sustainability by continuing to separately identify and disclose in the commentary of the monthly Statement of Funds, Investments and Debtors (Agenda Item 10.6.2), both the monetary and percentage amount of our investment portfolio that is invested in financial institutions that do not invest in fossil fuels.

Consultation

The City has undertaken some limited consultation with local government peers with its external auditors Macri Partners. Largely, the preparation of this report has been a technical exercise complemented by relevant online research.

Policy and Legislative Implications

This policy is in line with the relevant sections of the Local Government Act (6.14), Trustees Act 1962 Part III and the Local Government (Financial Management) Regulations 19, 19 (C) (1) & (2) as well as DOLG Operational Guideline 19.

Financial Implications

There are no direct financial implications arising as a consequence of this report other than the officer time expended in researching and preparing the report.

6.3 Review of Policy P603 - Investment of Surplus Funds

Strategic Implications

This report is aligned to the City's [Strategic Community Plan 2015-2025](#).

Sustainability Implications

This report is aligned to the City's [Sustainability Strategy 2012-2015](#).

As noted above, the City's actions currently result in a significant portion of our investments being held in financial institutions with a stated position of not investing in the fossil fuel industry. There is no reason as to why this practice would not continue into the future providing that credit quality and counterparty risk are suitably addressed.

Attachments

Nil

6.4 ANNUAL REVIEW POLICIES AND DELEGATIONS - STRATEGIC DIRECTION I - COMMUNITY

Location: Not Applicable
Ward: Not Applicable
Applicant: City of South Perth
File Ref: D-16-53347
Date: 9 August 2016
Author: Christine Lovett, Corporate Support Officer
Reporting Officer: Phil McQue, Manager Governance and Administration
Strategic Direction: Governance, Advocacy and Corporate Management --
Ensure that the City has the organisational capacity, advocacy and governance framework and systems to deliver the priorities identified in the Strategic Community Plan
Council Strategy: 6.1 Develop and implement innovative management and governance systems to improve culture, capability, capacity and performance.

Summary

The City has a statutory obligation under the *Local Government Act 1995* to review its policies and council delegations each financial year. The Terms of Reference of the Audit, Risk and Governance Committee include responsibility for reviewing the City's policies and council delegations.

A review of the City's policies and the council delegation held within Strategic Direction I - Community is now presented for the consideration of the Committee and referral to Council for adoption.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Councillor Sharron Hawkins-Zeeb

Seconded: Mayor Sue Doherty

That the Audit, Risk and Governance Committee, having reviewed the council policies and delegation within Strategic Direction I - Community, recommends to Council that:

- a) the following policies having been reviewed with 'no change' to content be adopted:
- PI01 Public Art
 - PI02 Community Funding Program
 - PI03 Communication and Consultation
 - PI04 Community Awards
 - PI05 Cultural Services and Activities
 - PI06 Use of City Reserves and Facilities
 - PI07 Disability Access
 - PI08 Honorary Freeman of the City
 - PI10 Support of Community and Sporting Groups
 - PI11 Commemoration
 - PI12 Community Advisory Groups
 - PI13 Community Gardens
- b) the following council delegation having been reviewed with 'no change' to contents be adopted:
- DC115 Fee Waiver in relation to City Reserves or Facilities

6.4 Annual Review Policies and Delegations - Strategic Direction 1 - Community

Amendment

With the agreement of the Mover and Seconder a part (c) was added as follows:

- (c) Council acknowledges that there may be further reviews of Policies P101 Public Art, P104 Community Awards, P105 Cultural Services and Activities and P112 Community Advisory Groups due to related Council decisions pending.

The amendment then became the substantive as follows:

That the Audit, Risk and Governance Committee, having reviewed the council policies and delegation within Strategic Direction 1 - Community, recommends to Council that:

- a) the following policies having been reviewed with 'no change' to content be adopted:
- P101 Public Art
 - P102 Community Funding Program
 - P103 Communication and Consultation
 - P104 Community Awards
 - P105 Cultural Services and Activities
 - P106 Use of City Reserves and Facilities
 - P107 Disability Access
 - P108 Honorary Freeman of the City
 - P110 Support of Community and Sporting Groups
 - P111 Commemoration
 - P112 Community Advisory Groups
 - P113 Community Gardens
- b) the following council delegation having been reviewed with 'no change' to contents be adopted:
- DC115 Fee Waiver in relation to City Reserves or Facilities
- (c) Council acknowledges that there may be further reviews of Policies P101 Public Art, P104 Community Awards, P105 Cultural Services and Activities and P112 Community Advisory Groups due to related Council decisions pending.

CARRIED (4/0)

Background

The City has a statutory obligation under the *Local Government Act 1995* to review its policies and council delegations each financial year. The Terms of Reference of the Audit, Risk and Governance Committee include responsibility for reviewing the policies and council delegations.

In line with contemporary organisational models, the policy framework aligns policies and council delegations to the City's Strategic Directions. During the review process, policies and council delegations are considered by the custodian department, having the relevant technical expertise in relation to the content and subsequently by the Executive Management Team (EMT) representing each of the City's Directorates.

The policy review centres on the continuing relevance of the policy and the need to update it in light of any change in the legislative or operating environment. The policy review may identify a need to revise the policy or it may determine that no change is needed. The nature of the change, whether minor or major, is noted in the Comment section below. Minor changes usually consist of minor typographical or grammatical corrections or revisions due to minor legislative amendments. Major change will consist of significant revision to the content of the policy due to changes in the operational environment or because of more substantial legislative change.

6.4 Annual Review Policies and Delegations - Strategic Direction 1 - Community

Historically City officer have conducted the review of our portfolio of policies and council delegations at one time, and presented them to the Committee at the March meeting. Officers have recently completed the annual review for the 2015/2016 financial year, which was presented to the Committee on 1 March 2016 and 14 June, 2016.

On the request of the Committee, City officers will be reviewing the full portfolio of policies and council delegations, progressively throughout the year. They will be presented to the Committee in stages, with Strategic Direction 1 – Communities being the subject of this report.

Comment

The policies within Strategic Direction 1- Communities are considered to have only *minor* administrative changes and no change to content needed therefore they are not included as attachments.

PI01	Public Art
PI02	Community Funding Program
PI03	Communication and Consultation
PI04	Community Awards
PI05	Cultural Services and Activities
PI06	Use of City Reserves and Facilities
PI07	Disability Access
PI08	Honorary Freeman of the City of South Perth
PI10	Support of Community and Sporting Groups
PI11	Commemoration
PI12	Community Advisory Groups
PI13	Community Gardens

The council delegation within Strategic Direction 1- Communities is considered to have only *minor* administrative changes and no change to content needed therefore they are not included as attachments.

DC115 Fee Waiver in relation to City Reserves or Facilities

Consultation

Consultation has occurred with officers of each of the relevant City departments

Policy and Legislative Implications

The reviewed policies and delegation are consistent with the *Local Government Act 1995* and other City documents.

Financial Implications

Nil.

Strategic Implications

This report is aligned to the City's [Strategic Community Plan 2015-2025](#).

Sustainability Implications

This report is aligned to the City's [Sustainability Strategy 2012-2015](#).

Attachments

Nil.

6.5 REVIEW OF GOVERNANCE FRAMEWORK

Location:	Not Applicable
Ward:	Not Applicable
Applicant:	Not Applicable
File Ref:	D-16-53264
Date:	9 August 2016
Author:	Phil McQue, Manager Governance and Administration Christine Lovett, Corporate Support Officer
Reporting Officer:	Geoff Glass, Chief Executive Officer
Strategic Direction:	Governance, Advocacy and Corporate Management -- Ensure that the City has the organisational capacity, advocacy and governance framework and systems to deliver the priorities identified in the Strategic Community Plan
Council Strategy:	6.1 Develop and implement innovative management and governance systems to improve culture, capability, capacity and performance.

Summary

Further to the September 2015 motion of council, this report provides an update on the progress of actions in relation to the following requests:

1. Conduct a review of the City's Governance Framework documentation to ensure that all documents and related registers reflect contemporary best practice in good governance;
2. Investigate opportunities to create an integrated online corporate governance presence that makes all relevant documents and registers readily accessible to our community to encourage greater transparency in our governance processes;
3. Create an integrated Guide to City Governance that communicates our governance model in a customer-centric and easily understandable manner;
4. Identify opportunities to disclose additional governance related information in the governance framework model beyond the City's statutory obligations in the interests of increasing transparency.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Mayor Sue Doherty
Seconded: Councillor Sharron Hawkins-Zeeb

That the Audit, Risk and Governance Committee note the update and progress relating to the September 2015 motion of council.

CARRIED (4/0)

Background

Further to the motion of the 22 September 2015 Ordinary Council Meeting; City officers have reviewed the Governance Framework documentation and explored options in relation to the requests of Council.

6.5 Review of Governance Framework

Comment

The motion of council September 2015 comprises of multiple components which are detailed below:

1. Conduct a review of the City's Governance Framework documentation to ensure that all documents and related registers reflect contemporary best practice in good governance.

City's Governance Framework Model and documentation has been comprehensively reviewed and revised to ensure that it complies with all legislation, is user friendly and easily understandable for our community. It has been amended to align more with the CPA (Certified Practising Accountants) 'Excellence in Governance in Local Government' Framework and was adopted by council at the June 2016 ordinary council meeting. Our ongoing review and practices in relation to corporate governance will ensure that we continue to reflect contemporary best practice governance principles.

2. Investigate opportunities to create an integrated online corporate governance presence that makes all relevant documents and registers readily accessible to our community to encourage greater transparency in our governance processes.

The City has a commitment to democratic process and the principles of good governance. The understanding within the community of governance; what it is and why certain documents are in place, varies from person to person.

City officers have been in the process of progressing a comprehensive redesign and redevelopment of our website, which will be launched in September 2016. The redesign incorporates major changes which includes providing a user friendly, customer-centric approach, which guides our customers to related documents.

Following are screenshots from the new website, which demonstrates the ease of which our customers can access governance related information. Each document has an introduction providing a description of what it is and why it is important in the context of corporate governance.

6.5 Review of Governance Framework

Council
Our Organisation
Structure & Responsibilities
Annual Reports
Governance
Community Research
News & Publications
Careers
Contact Us

Governance

Elected Members and employees of the City of South Perth are committed to the democratic process and the principles of good governance.

Good governance for the City is about how well it provides goods, services and programs while also meeting its legislative and non-legislative requirements and community expectations.

This is achieved by having the best possible decision making processes and structures in place that are transparent and accountable, and having integrity when interacting with the community, businesses and with government.

Governance Framework

The [City of South Perth Governance Framework](#) has been prepared to ensure our compliance with all relevant legislation, including the *Local Government Act 1995* and the pursuit of best practice as a democratic local government.

It is an overview of the governance program that has been put in place so that Elected Members and employees can meet their governance responsibilities. It also enables our community and stakeholders to have an understanding of governance and demonstrates how all people associated with our Council can participate.

Code of Conduct

The City's [Code of Conduct](#) sets standards of behaviour for Elected Members, committee members and employees in their duties. The code is based on the City's values of Trust, Respect, Understanding and Teamwork, with the purpose of encouraging ethical behaviour, to foster community confidence in the integrity of local government.

Public Register

The *Local Government Act 1995* requires Elected Members and City Officers with delegated authority to make decisions or act on behalf of the City, to:

- Notify the local government CEO in writing within 10 days of any notifiable gift accepted with a value over \$200
- Refuse to accept any gift valued at \$300 or more.

The City must maintain a [City of South Perth Gift Register](#) accessible to the public. A hard copy of the register is also available for viewing by appointment at the Civic Centre.

A Register of Contributions to Travel will also be published here when content exists to publish.

Information Statement

An [Information Statement](#), updated annually, provides details about the history, demographics, government structure, administration and statutory responsibilities of the City of South Perth, as well as facts regarding freedom of information and schedules and forms.

Public Interest Disclosures Act 2003

The [Public Interest Disclosures Act 2003](#) ... facilitates the disclosure of public interest information and provides protection for those making such disclosures and those who are the subject of disclosures.

The Act applies to public authorities such as the City of South Perth and provides a system for the matters disclosed to be investigated and for appropriate action to be taken.

Every public authority is required to have a Public Interest Disclosures (PID) officer to receive disclosures of public interest information.

At the City of South Perth the PID officer is the Manager, Governance and Administration.

Email: enquiries@southperth.wa.gov.au

Phone: 9474 0777

Further information regarding Public Interest Disclosures can be found on the [Public Sector Commission website](#) ...

Related documents

- ___ [Code of Conduct](#) [PDF - 0.6 MB]
- ___ [City of South Perth Governance Framework 2016](#) [PDF - 0.8 MB]
- ___ [Information Statement](#) [PDF - 1.1 MB]
- ___ [City of South Perth Gift Register](#) [PDF - 0.1 MB]

6.5 Review of Governance Framework



The process of providing and improving the dissemination of information in a customer-centric manner is a process of both short and long term change; with the focus being on achieving real change and real improvements for our customers. In order to be successful we must understand the needs of our customers; their experience in accessing information and the expectations they have of the City. Consequently the impact of the changes which have been made to our website will need to be analysed and understood before moving forward.

As part of the new website project, the City has invested in analytics and tracking software to map the user journey. Following the launch of the new website, City officers will utilise information/feedback which has been received either directly from the customer or data from the analytic and tracking software. The analysis of this information along with customer feedback will ensure that any adjustments/enhancements are based on data and real experience.

Our website will continue to evolve as we better understand the needs of our community in general. The actual experience of individual customers will vary and any further enhancements proposed by the City, will balance the requirements of the whole community; responding where and if appropriate.

3. Create an integrated Guide to City Governance that communicates our governance model in a customer-centric and easily understandable manner.

The City not only meets the statutory government requirements of Local Government, but often exceeds it. The City is one of a limited number of metropolitan local governments with a Governance Framework that documents the legislative requirements of the *Local Government Act 1995* with its current systems, processes, policies and practices.

6.5 Review of Governance Framework

Governance is becoming increasingly important and good governance ensures that the community has trust and confidence in the City. In order to ensure that our Governance Framework was customer-centric and easily understandable for our community, Talisman Communications were engaged to assist us in the process of rewriting the framework. This reviewed Governance Framework was adopted by Council at the June 2016 ordinary council meeting.

The updated framework in combination with the City's new website will go some way to addressing this request. It is considered appropriate that the need for any further integrated Guide to City Governance is assessed, following the launch of the redeveloped website and analysis of the customer experience.

4. Identify opportunities to disclose additional governance-related information in the governance framework model beyond the City's statutory obligations in the interests of increasing transparency.

The Department of Local Government and Communities recently announced a program of capacity building initiatives. While the program is primarily directed at country local governments, some initiatives will also be made available to metropolitan local governments.

One of the initiatives to which metropolitan councils will have access to is the provision of an online data collection and information management tool, which will:

- Enable local governments to enter data and readily access essential information for the planning and review of their services and operations, and to meet legislative requirements
- Benchmark local government performance in key operational and service delivery areas
- Provide a sector-wide view of local government performance, with the potential to improve the community's access to information

In addition to the above initiative the Department of Local Government and Communities launched the MyCouncil website in 2016, which provides a snapshot of all Western Australia's local governments. The website allows members of the public to make comparisons of data over time and between councils.

A combination of the MyCouncil website and the redesign and redevelopment of the City's website will assist in the dissemination of information to our customers and ensure ongoing transparency.

At this point in time it is considered appropriate for the City to review this matter following the launch of our website; subsequent analysis of the data received in relation to the user experience; and further information is received from the Department of Local Government in relation to the proposed online data collection and information management tool.

Consultation

Consultation occurred with the relevant City Officers

Policy and Legislative Implications

The City's Policy *P671 Governance* states that the City will have a corporate governance framework, with Elected Member and staff to commit to performing their responsibilities professionally within the framework.

Financial Implications

Nil

6.5 Review of Governance Framework

Strategic Implications

This report is aligned to the City's [Strategic Community Plan 2015-2025](#).

Sustainability Implications

This report is aligned to the City's [Sustainability Strategy 2012-2015](#).

Attachments

Nil

6.6 PROPOSED WASTE LOCAL LAW 2016

Location: South Perth
Ward: All
Applicant: City of South Perth
File Ref: D-16-54038
Lodgement Date: 2/08/2016
Date: 9 August 2016
Author: Phil McQue, Manager Governance and Administration
Reporting Officer: Geoff Glass, Chief Executive Officer
Strategic Direction: Environment -- Enhance and develop public open spaces and manage impacts on the City's built and natural environment
Council Strategy: 2.2 Foster and promote sustainable water, waste management and energy management practices.

Summary

This report recommends that the City adopt a new Waste Local Law 2016 that reflects recent amendments to legislation, and in particular the *Waste Avoidance and Resource Recovery Act 2008*.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Councillor Fiona Reid
Seconded: Councillor Sharron Hawkins-Zeeb

The Audit, Risk and Governance Committee recommends to Council that:

- In accordance with section 3.12(3)(a)(b) of the *Local Government Act 1995*, Council gives state-wide and local public notice stating that:
 - it proposes to make a Waste Local Law 2016, and a summary of its purpose and effect;
 - copies of the proposed local law may be inspected at the City offices;
 - submissions about the proposed local law may be made to the City within a period of not less than six weeks after the statutory public notice is given;
 - provide a copy to the Ministers for Local Government and Communities, Health, and Environment in accordance with section 3.12(4) of the *Local Government Act 1995*;
- Council note that the results of the public submission will be presented to Council for consideration.

SIMPLE MAJORITY VOTE REQUIRED

CARRIED (4/0)

Background

The City does not presently have a Waste Local Law, with Part 4 of the City's Health Local Law 2002 prescribing matters relating to waste and waste collection. The Health Local Law 2002 has been pending review, subject to the new Public Health Bill which has been in development for several years, to replace the *Health Act 1911*.

6.6 Proposed Waste Local Law 2016

It is recommended that the Council adopt a new *Waste Local Law 2016* that reflects the *Waste Avoidance and Resource Recovery Act 2008*. This Act repealed various provisions of the *Health Act 1911* that dealt with the powers of local governments in relation to the collection and removal of rubbish, and had the effect of transferring the powers of a local government to make local laws about waste to the *Waste Avoidance and Resource Recovery Act 2008*.

Comment

A proposed new City of South Perth Waste Local Law 2016 is attached (**Attachment (a)**) for consideration. It is based on the Western Australian Local Government Association's model Waste Local Law and elements of the City of Wanneroo's Waste Local Law.

The Parliamentary Joint Standing Committee has determined that under the *Waste Avoidance and Resource Recovery Act 2008*, local governments only have the ability to make laws about refuse from residential premises, and not commercial premises. Whilst not ideal, the City's main issues pertaining to refuse relate to residential premises.

The draft Waste Local Law 2016 is divided into 5 Parts:

1. Definitions.
2. Disposal of refuse – this Part deals with rubbish receptacles, placement on streets for collection, the use of receptacles and what may be placed in them, and other provisions to ensure that waste is able to be removed efficiently.
3. General duties of owners and occupiers in relation to waste.
4. Operation of waste facilities (the City's transfer station); and
5. Enforcement provisions – including a Schedule of modified penalties that may be imposed as listed in Schedule 1. These provisions are a significant improvement on the provisions allowable under the existing Health Local Law 2002 and include provisions such as:
 - a. A minimum fine to be imposed if a matter proceeds to a court hearing – local governments have had a disappointing experience of magistrates occasionally imposing a fine less than the original modified penalty;
 - b. Provisions tying modified penalties in Schedule 1 to the amounts set out in the City's Penalty Units Local Law. This will allow for ease of updating modified penalties in future without the need to amend a local law.

The proposed Waste Local Law 2016 repeals Part 4 of the City's Health Local Law 2002 that deals with waste collection and removal.

Consultation

The process to make a local law is set out in section 3.12 *Local Government Act 1995*, requiring a local government to give State-wide and local public notice stating that it proposes to make a local law with the purpose and effect of which is summarised in the notice for a period of six weeks. Feedback from this consultation must be considered by Council before it resolves to make the local law.

Policy and Legislative Implications

Section 61 of the *Waste Avoidance and Resource Recovery Act 2008* specifies that waste local laws are to be made in accordance with the process set out by sections 3.11 to 3.17 *Local Government Act 1995*.

6.6 Proposed Waste Local Law 2016

The *Local Government Act 1995* requires the person presiding at a Council meeting to give notice of the purpose and effect of the proposed local law by ensuring that the purpose and effect is included in the agenda for the meeting and that the minutes of the meeting include the purpose and effect of the proposed local law:

Purpose:

The objective of this local law is to regulate the storage, collection and disposal of waste and refuse from residential premises and on waste facilities in the City.

Effect:

Unless otherwise authorized, the storage, collection and disposal of waste and refuse within the City must be carried out in accordance with the provisions of the local law.

Financial Implications

There are some administrative expenses involved in making the proposed Local Law.

Strategic Implications

This report is aligned to the City's [Strategic Community Plan 2015-2025](#).

Sustainability Implications

This report is aligned to the City's [Sustainability Strategy 2012-2015](#).

Attachments

6.6 (a): Proposed Waste Management Local Law

6.7 PROPOSED DOGS LOCAL LAW 2016

Location: South Perth
Ward: All
Applicant: City of South Perth
File Ref: D-16-59829
Date: 9 August 2016
Author: Phil McQue, Manager Governance and Administration
Reporting Officer: Geoff Glass, Chief Executive Officer
Strategic Direction: Community -- Create opportunities for an inclusive, connected, active and safe community
Council Strategy: 1.2 Facilitate and foster a safe environment for our community.

Summary

This report recommends that the City adopt a new Dogs Local Law 2016 that reflects recent amendments to the *Dog Act 1976* and *Dog Act Regulations 2013*. Given the extent of amendments required to the existing Dogs Local Law 2011, a new Dog Local Law 2016 has been prepared for consideration. It should be noted that there are no changes proposed in the new Dogs Local Law 2016 with respect to dog exercise areas and prohibited areas.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Mayor Sue Doherty
Seconded: Councillor Sharron Hawkins-Zeeb

The Audit, Risk and Governance Committee recommends to Council that:

- In accordance with s3.12(3)(a)(b) of the *Local Government Act 1995*, Council gives state-wide and local public notice stating that:
 - it proposes to make a Dogs Local Law 2016, and a summary of its purpose and effect;
 - copies of the proposed local law may be inspected at the City offices;
 - submissions about the proposed local law may be made to the City within a period of not less than six weeks after the statutory public notice is given;
 - provide a copy to the Minister for Local Government and Communities, in accordance with section 3.12(4) of the *Local Government Act 1995*;
- Council notes that the results of the public submission will be presented to Council for consideration.
- Council advertises the list of areas where dogs are prohibited absolutely pursuant to section 31(2B) of the *Dog Act 1976*, and areas that are dog exercise areas for the purposes of sections 31 and 32 of the *Dog Act 1976* for local public comment for a period of at least 28 days as listed in **Attachment (b)** to the report, and the results referred to Council:
- Council notes that the prohibited areas and exercise areas are the same as those contained in the existing City of South Perth Dogs Local Law 2011.

SIMPLE MAJORITY VOTE REQUIRED

CARRIED (4/0)

6.7 Proposed Dogs Local Law 2016

Background

The City of South Perth Dogs Local Law was published in the Government Gazette on 21 July 2011.

A significant number of activities dealt with by the Dogs Local Law 2011 have been affected by recent legislative amendments, and in particular amendments to the *Dog Act 1976* and new *Dogs Regulations 2013*.

The amendments are detailed below and override the City's Dog Local Law 2011 including:

- Registration of dogs;
- 'Dangerous dogs' as defined by the Act;
- Operation of dog management facilities (pounds);
- Issues in relation to the impounding of dogs;
- Attendance of a pound keeper at the pound;
- Release of impounded dogs;
- Registration fees;
- How off leash dog exercise areas are established;
- Dogs wandering at large;
- Dogs not under control;
- Dog attacks;
- Provisions about assistance animals such as guide dogs;
- Modified penalties applicable for minor offences.

The only matters that a local government may now make local laws about are listed in section 51 of the Dog Act:

51. Local law making powers

A local government may so make local laws —

- (a) providing for the registration of dogs;*
- [(b) deleted]*
- (c) specifying areas within which it shall be an offence (unless the excreta are removed) for any person liable for the control of a dog to permit that dog to excrete on any street or public place or on any land without the consent of the occupier;*
- (d) requiring that in specified areas a portion of the premises where a dog is kept must be fenced in a manner capable of confining the dog;*
- (e) providing for the establishment and maintenance of dog management facilities and other services and facilities necessary or expedient for the purposes of this Act;*
- (f) providing for the detention, maintenance, care and release or disposal of dogs seized;*
- (g) as to the destruction of dogs pursuant to the powers hereinbefore conferred;*
- [(h) deleted]*
- (i) providing for the licensing, regulating, construction, use, and inspection of approved kennel establishments.*

Comment

A proposed new City of South Perth Dogs Local Law 2016 is attached (**Attachment (a)**) for consideration. It deals with those matters that are permitted under section 51 of the *Dog Act 1976*:

- Confinement and fencing rules;
- Setting the maximum number of dogs that can be kept on a property without the City's approval; and
- A requirement to remove dog excreta.

6.7 Proposed Dogs Local Law 2016

Areas where dogs are prohibited, and where dogs may be exercised off leash must now be set by Council resolution, with local public notice given under sections 31 and 32 of the *Dog Act 1976*.

It is recommended that the existing dog exercise areas and prohibited area provisions in the current Dog Local Law 2011 be retained as indicated on Attachment 2 of this report.

Consultation

The process to make a local law is set out in section 3.12 *Local Government Act 1995*. It requires a local government to give State-wide and local public notice stating that it proposes to make a local law with the purpose and effect of which is summarised in the notice for a period of six weeks. Feedback from this consultation must be considered by Council before it resolves to make the local law.

Policy and Legislative Implications

Section 49 of the *Dog Act 1976* specifies that local laws to regulate dogs are to be made in accordance with the process set out by sections 3.11 to 3.17 of the *Local Government Act 1995*.

The *Local Government Act 1995* requires the person presiding at a Council meeting to give notice of the purpose and effect of the proposed local law by ensuring that the purpose and effect is included in the agenda for the meeting and that the minutes of the meeting include the purpose and effect of the proposed local law:

Purpose

The purpose of the proposed Dog Local Law is to make rules regarding the confinement and fencing of dogs, set the maximum number of dogs that can be kept on a property without approval, and a requirement to remove dog excreta.

Effect

The effect of the proposed Local Law is to extend the controls over dogs which exist under the *Dog Act 1976* and Regulations.

The proposed Local Law can be found at **Attachment (a)**.

Financial Implications

There are some administrative expenses involved in making the proposed Local Law

Strategic Implications

This report is aligned to the City's [Strategic Community Plan 2015-2025](#).

Sustainability Implications

This report is aligned to the City's [Sustainability Strategy 2012-2015](#).

Attachments

- | | |
|-----------------|--|
| 6.7 (a): | Draft City of South Perth Dogs Local Law 2016 |
| 6.7 (b): | List of areas where dogs are prohibited absolutely; off leash dog exercise areas |

6.8 PROPOSED PENALTY UNITS AMENDMENT LOCAL LAW

Location: South Perth
Ward: All
Applicant: City of South Perth
File Ref: D-16-54261
Date: 9 August 2016
Author: Phil McQue, Manager Governance and Administration
Reporting Officer: Geoff Glass, Chief Executive Officer
Strategic Direction: Community -- Create opportunities for an inclusive, connected, active and safe community
Council Strategy: 1.2 Facilitate and foster a safe environment for our community.

Summary

This report recommends that the Council adopt a Penalty Units Amendment Local Law to reflect changes in the City's Parking Local Law.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Councillor Ken Manolas
Seconded: Councillor Sharron Hawkins-Zeeb

That the Council

- in accordance with section 3.12(3)(a)(b) of the *Local Government Act 1995*, gives state-wide and local public notice stating that:
 - a) it proposes to make a Penalty Units Amendment Local Law, and a summary of its purpose and effect;
 - b) copies of the proposed local law may be inspected at the City offices
 - c) submissions about the proposed local law may be made to the City within a period of not less than six weeks after the statutory public notice is given;
- provide a copy to the Minister for Local Government and Communities, in accordance with section 3.12(4) of the *Local Government Act 1995*;
- Note that the results of the public submission will be presented to Council for consideration.

SIMPLE MAJORITY VOTE REQUIRED

CARRIED (4/0)

Background

The City has a Penalty Units Local Law which provides a monetary value for a modified penalty where another local law refers to a penalty unit. By amending the amount listed in the Penalty Units Local Law, all modified penalties in other local laws are automatically amended and updated.

Comment

The Penalty Units Local Law provides for an escalated modified penalty where 'special events' occur and refers to a Second Schedule of the City's Parking Local Law. The only special event where this currently applies to is the annual 'Skyworks' fireworks display held on Australia Day.

6.8 Proposed Penalty Units Amendment Local Law

The Parking Local Law was re-made in 2011, without a First rather than a Second Schedule, and the Penalty Units Local Law should be amended to reflect this.

Similarly, an event that was listed in the Penalty Units Local Law which was known as the 'Red Bull Air Race' no longer occurs and provisions relating to it should be deleted.

Consultation

The process to make a local law is set out in section 3.12 *Local Government Act 1995*, requiring a local government to give State-wide and local public notice stating that it proposes to make a local law and the purpose and effect of which is summarised in the notice for a period of 6 weeks. Feedback from this consultation must be considered by Council before it resolves to make the local law.

Policy and Legislative Implications

Local law amendments are made using the process set out in section 3.12(3) of the *Local Government Act 1995*. The Act requires the person presiding at a Council meeting to give notice of the purpose and effect of the proposed local law by ensuring that the purpose and effect is included in the agenda for the meeting, and that the minutes of the meeting include the purpose and effect of the proposed local law.

The purpose and effect of the proposed *City of South Penalty Units Amendment Local Law Local 2016* is:

Purpose

The purpose of the Amendment Local Law is to make a correct reference to the First Schedule of the City's Parking Local Law 2011, and to delete reference to a special event no longer held.

Effect

The effect is that the correct Schedule in the Parking Local Law 2011 is referred to, and reference to a special event no longer held is deleted.

The proposed Amendment Local Law is attached. Note that it simply proposes replacement of all of the Schedule for ease of reference.

Financial Implications

There are some administrative expenses involved in making the proposed Amendment Local Law.

Strategic Implications

This report is aligned to the City's [Strategic Community Plan 2015-2025](#).

Sustainability Implications

This report is aligned to the City's [Sustainability Strategy 2012-2015](#).

Attachments

6.8 (a): Proposed Penalty Units Amendment Local Law

6.9 AUDIT, RISK AND GOVERNANCE COMMITTEE – REVIEW OF EXTERNAL MEMBERSHIP

Location: Not Applicable
Ward: Not Applicable
Applicant: Council
File Ref: D-16-54684
Date: 9 August 2016
Author: Phil McQue, Manager Governance and Administration
Reporting Officer: Geoff Glass, Chief Executive Officer
Strategic Direction: Governance, Advocacy and Corporate Management --
Ensure that the City has the organisational capacity, advocacy and governance framework and systems to deliver the priorities identified in the Strategic Community Plan
Council Strategy: 6.1 Develop and implement innovative management and governance systems to improve culture, capability, capacity and performance.

Summary

This report provides the Audit, Risk and Governance Committee with details on external membership, as requested at the June Committee Meeting.

Officer Recommendation AND COMMITTEE RECOMMENDATION

Moved: Mayor Sue Doherty
Seconded: Councillor Ken Manolas

That the Audit, Risk and Governance Committee consider the report on the Review of External Membership for the purpose of making a recommendation to Council.

Amendment

With the agreement of the Mover and Seconder the following amendments were made:

That the Audit, Risk and Governance Committee ~~consider~~ **note** the report on the Review of External Membership and request a workshop be held to identify a skills matrix for the appointment of an external member prior to the next Audit, Risk and Governance Committee meeting scheduled for 8 November 2016. ~~for the purpose of making a recommendation to Council.~~

The amendment then became the substantive as follows:

That the Audit, Risk and Governance Committee note the report on the Review of External Membership and request a workshop be held to identify a skills matrix for the appointment of an external member prior to the next Audit, Risk and Governance Committee meeting scheduled for 8 November 2016.

CARRIED (4/0)

Background

The Audit, Risk and Governance Committee at its June 2016 meeting requested details on the external membership of other local government Audit Committees.

Comment

A number of local governments have external members on their Audit Committee which assists the Committee to independently and objectively discharge its

6.9 Audit, Risk and Governance Committee – Review of External Membership

responsibilities (**Attachment (a)**). External membership can bring a broad range of experience and skills. It can also bring independence and the enhanced ability to look at issues without preconception or bias. With external members, a disadvantage could be that confidential concerns or potential conflicts of interest may arise.

Should the Committee wish to progress appointing an external member, it would need to take the following into consideration:

Skills

The Committee would need to determine the skills and experience necessary for an external member, including business, financial management, legal, accounting or governance skills and experience.

Role of External Member

The Committee would need to consider whether the external member had voting rights.

Appointment

The Committee would need to consider the term of appointment, and the number of external members it wishes to appoint.

The Department of Local Government recommend that the term for an external member be for a maximum of two years and that the terms of appointment should be arranged to ensure an orderly rotation and continuity of committee membership, irrespective of changes to Council's elected representatives.

Remuneration

The Committee would need to determine the remuneration payable. It is considered appropriate that the remuneration would reflect the prevailing rate for services provide by similar type board positions.

Induction Program

The Committee would need to develop an induction program for new External Committee Members. This would include meeting with relevant City Officers, Committee Members, access to all relevant documentation, and training on relevant local government matters.

Confidentiality

The Committee would need to develop a confidential agreement requiring no disclosure of any information by the external member.

Professional Indemnity

The City would need to confirm with its insurers that the appointment of an external member would be covered for professional indemnity insurance.

Dismissal Process

The Committee would need a dismissal process in place, in the event that there is a breach of confidentiality, an ongoing conflict of interest or the external member has not performed to expectations.

Consultation

This report has been prepared in consultation with other metropolitan local governments.

6.9 Audit, Risk and Governance Committee – Review of External Membership

Policy and Legislative Implications

The *Local Government Act 1995* and associated Regulations prescribe the establishment, functions, roles and responsibilities and membership of Audit Committees.

Financial Implications

There may be financial implications should the Committee resolve to appoint external member(s), dependant on the meeting fee to be provided for their services.

Strategic Implications

This report is aligned to the City's [Strategic Community Plan 2015-2025](#).

Sustainability Implications

This report is aligned to the City's [Sustainability Strategy 2012-2015](#).

Attachments

6.9 (a): External membership of other metropolitan local governments -
Audit Committee

7. OTHER RELATED BUSINESS

8. CLOSURE

The Chair closed the meeting at 6.45pm and thanked everyone for their attendance.

9. RECORD OF VOTING

4.1 CONFIRMATION OF MINUTES – 14 JUNE 2016

Motion Passed 3/0

Yes: Cr Fiona Reid, Mayor Sue Doherty, Cr Ken Manolas

Absent: Cr Sharron Hawkins-Zeeb, Cr Cheryle Irons

6.1 CODE OF CONDUCT REVIEW - BARTLETT WORKPLACE LAWYERS TO ATTEND

Motion Passed 4/0

Yes: Cr Fiona Reid, Mayor Sue Doherty, Cr Ken Manolas, Cr Sharron Hawkins-Zeeb

Absent: Cr Cheryle Irons

6.2 INTERIM AUDIT MANAGEMENT LETTER AND EXTERNAL AUDIT PLAN FOR 2016 ANNUAL AUDIT - MACRI PARTNERS TO ATTEND

Motion Passed 4/0

Yes: Cr Fiona Reid, Mayor Sue Doherty, Cr Ken Manolas, Cr Sharron Hawkins-Zeeb

Absent: Cr Cheryle Irons

6.3 REVIEW OF POLICY P603 - INVESTMENT OF SURPLUS FUNDS - Amendment

Motion Passed (with casting vote) 3/2

Yes: Cr Fiona Reid, Mayor Sue Doherty

No: Cr Ken Manolas, Cr Sharron Hawkins-Zeeb

Casting Vote: Cr Fiona Reid

Absent: Cr Cheryle Irons

6.3 REVIEW OF POLICY P603 - INVESTMENT OF SURPLUS FUNDS

Motion Passed (with casting vote) 3/2

Yes: Cr Fiona Reid, Mayor Sue Doherty

No: Cr Ken Manolas, Cr Sharron Hawkins-Zeeb

Casting Vote: Cr Fiona Reid

Absent: Cr Cheryle Irons

6.4 ANNUAL REVIEW POLICIES AND DELEGATIONS - STRATEGIC DIRECTION I - COMMUNITY

Motion Passed 4/0

Yes: Cr Fiona Reid, Mayor Sue Doherty, Cr Ken Manolas, Cr Sharron Hawkins-Zeeb

Absent: Cr Cheryle Irons

6.5 REVIEW OF GOVERNANCE FRAMEWORK

Motion Passed 4/0

Yes: Cr Fiona Reid, Mayor Sue Doherty, Cr Ken Manolas, Cr Sharron Hawkins-Zeeb

Absent: Cr Cheryle Irons

6.6 PROPOSED WASTE LOCAL LAW 2016

Motion Passed 4/0

Yes: Cr Fiona Reid, Mayor Sue Doherty, Cr Ken Manolas, Cr Sharron Hawkins-Zeeb

Absent: Cr Cheryle Irons

6.7 PROPOSED DOGS LOCAL LAW 2016

Motion Passed 4/0

Yes: Cr Fiona Reid, Mayor Sue Doherty, Cr Ken Manolas, Cr Sharron Hawkins-Zeeb

Absent: Cr Cheryle Irons

6.8 PROPOSED PENALTY UNITS AMENDMENT LOCAL LAW

Motion Passed 4/0

Yes: Cr Fiona Reid, Mayor Sue Doherty, Cr Ken Manolas, Cr Sharron Hawkins-Zeeb

Absent: Cr Cheryle Irons

6.9 AUDIT, RISK AND GOVERNANCE COMMITTEE – REVIEW OF EXTERNAL MEMBERSHIP

Motion Passed 4/0

Yes: Cr Fiona Reid, Mayor Sue Doherty, Cr Ken Manolas, Cr Sharron Hawkins-Zeeb

Absent: Cr Cheryle Irons

These Minutes were confirmed at a meeting held on Tuesday 23 August 2016.

Signed: _____

Presiding Member at the meeting at which the Minutes were confirmed

ATTACHMENTS

Audit, Risk and Governance Committee Meeting

9 August 2016



ATTACHMENTS TO AGENDA ITEMS

Audit, Risk and Governance Committee - 9 August 2016

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CODE OF CONDUCT

Reviewed June 2016 **BW Revised**



Working Together to Create
a City for **Everyone**



Item 10.7.1 Attachment (b)	RECOMMENDATIONS OF THE AUDIT, RISK AND GOVERNANCE COMMITTEE MEETING - 9 AUGUST 2016 Attachments - Audit, Risk and Governance Committee meeting - 9 August 2016
Item 6.1 Attachment (a)	CODE OF CONDUCT REVIEW - BARLETT WORKPLACE LAWYERS TO ATTEND Revised Code of Conduct - Barlett Workplace Lawyers

CODE OF CONDUCT 2016

The City of South Perth will conduct its business based on its guiding values of:

TRUST

Honesty and integrity

RESPECT

Acceptance and tolerance

UNDERSTANDING

Caring and empathy

TEAMWORK

Leadership and commitment

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From the Mayor and Chief Executive Officer

The City of South Perth is one of Perth's inner City Local Governments covering nearly 20 square kilometres and located just 2 kilometres from the Perth CBD. Widely recognised for its aesthetic appeal, the City is bounded by the Swan and Canning Rivers.

As the third level of government after Federal and State, Local Government is the closest to the people. The general function of a local government organisation is to provide good governance for its community members, involving efficient and effective decision-making, community participation, operational transparency and accountability. The City's employees have an active role in carrying out the functions of council and Council Members in their capacity as the governing body of the City and representatives of the community.

With the City facing significant and sustained growth during the next 20 years, it is vital that all Members, Employees, Consultants, Community Advisory Groups and Contractors understand what the City expects from them in relation to personal conduct and behaviours while carrying out their duties.

This Code of Conduct sets out requirements that members of council including members of council committees and the City's employees are to observe in relation to their conduct. The basic requirements are accompanied by notes which contain examples, references and other material designed to guide and support observance of the requirements. It is considered that the application and observance of the code will contribute to achieving exemplary standards of ethical behaviour for all Council Members and Employees in their role serving our community.

Introduction to the Code

Each local government council in Western Australia is required to have a code of conduct which is to be observed by members of council and of committees of the council of the City of South Perth (**Council Members**) and employees of the City of South Perth (**Employees**).

The code of conduct (**Code**) in this booklet has been prepared by the City of South Perth pursuant to that obligation. Council Members and Employees are expected to be familiar with the Code and to observe it.

The Code is required by regulations made under the *Local Government Act 1995* to contain certain requirements. Beyond those specified requirements, the Code also includes a number of other requirements in relation to the conduct of Council Members and Employees. They have been formulated on the basis that they express standards of conduct which are appropriate to the context of local government and the roles and functions that Council Members and Employees have and perform, and that compliance with them will make a significant contribution to the provision of good and sound local government, and to the effective and efficient performance by the City of South Perth of its functions to the betterment of the community it serves.

It is considered that the adoption of the Code:

- operates as evidence of a demonstrable commitment by Council Members and Employees to observe the highest ethical and professional standards in the performance of their duties and functions;
- will assist in bringing about a good and sound understanding of the respective roles and responsibilities of Council Members and Employees, and the maintenance of respect between them; and
- will serve to strengthen the community's confidence in the integrity of those who are responsible for local government in the City of South Perth community.

Important Note

Employees are required to observe the Code as a condition of their employment, however, the Code is not a complete statement of the legal obligations that Council Members and Employees must observe. Both are subject to a number of legal obligations set out in the provisions of LG Act itself, in regulations made under that Act and in other legislation. Council Members, for example, must comply with the *Local Government (Rules of Conduct) Regulations 2007* which are enforceable under the provisions of the LG Act. Employees, for example, are subject to the obligations contained in ss.5.70, 5.71 and 5.93 of the LG Act and also to the usual obligations that employees owe to their employer, including the general obligation to serve the City of South Perth in good faith.

Statement of Values

Overall the Code is informed by the City's Values of -



Leadership

Council Members and Employees accept the responsibility of maintaining these Values by

- Communicating and promoting the City's Vision;
- Creating and sustaining a supportive environment which encourages members and employees to achieve their full potential; and
- Demonstrating commitment to these Values through their personal behaviour.

CODE OF CONDUCT

Preamble

The substantive requirements contained in this code of conduct are set out in [blue] font and numbered for ease of reference.

In a number of cases the substantive requirement is accompanied by material under the heading 'Notes' which are designed to promote understanding and observance of the Code requirement by way of providing references to source, examples of application and other guidance material.

A number of expressions in the Code have a defined meaning. The definition section of the Code is located at the end of the Code.

1. General Principles of Conduct

1.1. Conduct of Council Members and Employees

Both Council Members and Employees must conduct themselves in a manner which conforms with the following general principles of behaviour (a number of which reflect the general principles to guide behaviour of Council Members which are set out in the Regulation 3 of the *Local Government (Rules of Conduct) Regulations 2007*), namely, they must:

- act with reasonable care and diligence;
- act with honesty and integrity;
- act lawfully
- not engage in conduct which constitutes unlawful discrimination, harassment or victimisation and not engage in bullying behaviour;
- avoid damaging the reputation of the City;
- be open and accountable to the public;
- base decisions on relevant and factually correct information;
- treat others with respect and fairness; and
- not be affected by substances which impair their capacity to perform their roles or endanger the health or safety of others.

2. Roles of Council Members and Employees

2.1. Respect for, understanding & observance of different roles

Council Members and Employees should mutually respect the roles that they each play in achieving the goals of the City, implementing its strategies and bringing about the performance its functions. In that regard, Council Members and Employees have a responsibility to familiarise themselves with the nature of their respective roles and their obligations as described in the *Local Government Act 1995* and regulations made under it, and to act in a way which is consistent with the proper discharge of their respective roles.

Notes

Role of Council Members

The role of Council is to govern the affairs and be responsible for the performance of the City of South Perth. Council members represent community interests; facilitate communication; participate in decision-making processes; determine City policies and guide future direction. The Mayor's role is to provide leadership and guidance to the community, carry out civic and ceremonial duties, speak on behalf of the City, preside at meetings, and liaise with the Chief Executive Officer on the affairs and performance of the City.

References

Local Government Act 1995, ss2.10 and 5.36(1)(b): www.slp.wa.gov.au

Role of CEO and Employees

The role employees is to perform under the direction of management, ultimately the CEO, the work that enables the functions of the City to be performed.

The role of the Chief Executive Officer is to advise the Council in relation to the functions of the Local Government, ensure advice and information is available for informed decision, implement Council decision, manage daily operations, liaise with the Mayor regarding performance and manage City employees.

References

Local Government Act 1995, ss2.10 and 5.36(1)(b): www.slp.wa.gov.au

In view of the above, acting in conformity with this Code requirement involves:

Council Members:

- accepting that they have a leadership role but they are not responsible for the day to day management of the City;
- accepting that they have no capacity to direct individual employees to carry out particular functions;
- refraining from publicly criticising staff in a way that casts aspersions on their professional competence and credibility; and
- not contacting employees on City related business other than in accordance with approved procedures authorised by the CEO.

Employees:

- accepting the leadership role of Council as the governing body of the City;
- accepting that the views and opinions of Council often reflect valid community viewpoints and therefore should be considered in conjunction with professional opinions;
- agreeing to ensure that their work is performed efficiently and effectively; and
- agreeing to give effect to the lawful decisions and policies of Council whether or not they agree with or approve of such decisions or policies.

3. Professional Standards and Behaviour

3.1. Dress Standards

Council Members and Employees are expected to comply with reasonable and responsible dress standards at all times in a manner appropriate to their position as public officers, in

particular, when attending meetings or representing the City in an official capacity.

3.2. Communication and Public Relations

As an elected representative of the community, Council Members should respect the values of the City and be responsive to community views, but should also faithfully communicate and promote the policies and decisions of Council. In relation to matters and affairs of the City, Employees should only make public comment including via social media when specifically authorised to do so and should be confined to factual information and avoid the expression of personal opinion. Employees should also ensure that they do not express views which would compromise their capacity to faithfully perform their role for the City.

Notes

This requirement, amongst other things, reflects the principle that the decision-making processes of Council, which are based on the decisions of the majority of members, should be respected.

In action it contemplates that:

- Information relating to decisions of Council should be communicated in an official capacity by a designated employee of the City and should be conveyed professionally and accurately;
- If making statements to the media about a Council decision or policy, Council Members will clearly indicate that they are expressing their personal views and are not speaking on behalf of the City - in such a situation, council members should clearly communicate the decision of Council, the process taken to arrive at the decision and the reasons for it, before they indicate their personal views;
- Council Members should refrain from making disparaging or offensive comments in the public domain including the media, public meetings and all forms of electronic communication about other members or employees, including that members or employees are incompetent or dishonest;
- Employees should not allow themselves to be seen as spokespersons for the City on any particular matters unless they have been directed to perform that role or make public comments that contradict decisions of the council and the City's executive management.

3.3. Register of Interests in Professional and Community Associations

Council Members and Employees are to notify the CEO in writing of any interests which they have by virtue of their membership of a professional association or any association (incorporated or otherwise) which conducts business in or is active in the district of the City of South Perth or a district adjoining the City.

3.4. Compliance with Lawful Orders

Council Members, Committee Members and Employees must comply with any lawful order given by any person having the authority to make or give such an order.

3.5. Giving effect to Local Laws and Policies

Employees are to give effect to the adopted policies, local laws and decisions of the City. Council Members and Committee Members are to take into account the adopted policies of the City in their decision making responsibilities.

3.6. Interactions between Council Members and Applicants for Development Approval

Council Members should take particular care to avoid any potential meetings which could result in accusations of impropriety. For this purpose, Council Members should act on the basis that it is desirable to avoid meeting unaccompanied with any person who is undertaking or seeking to undertake an activity that cannot be taken without authorisation from the City or commercial dealing with the City. Another council member should accompany them or an appropriate City Employee authorised by the CEO.

Notes

For further information, regarding Council Member's interaction with Developers please refer Department of Local Government and Communities, Local Government Operational Guidelines Number 12 – April 2006, 'Elected Members' Relationship with Developers'.

3.7. Improper Use of Position

Council Members and Employees should not make use of their position to improperly influence other Council Members or Employees in the performance of their duties or functions; to gain directly or indirectly an advantage for themselves or for any other person; or to cause detriment to the City or any other person.

3.8. Improper Use of Information

Council Members and Employees should not make improper use of any information acquired by the person in performance of his or her functions under the Local Government Act 1995 or any other written law.

3.9. Confidential Information

Council Members and Employees should not disclose any information which is acquired in the performance of their role from a confidential document or a meeting of Council or committee meeting which is not open to the public. This does not prevent a council member, committee member or employee from disclosing information as required for the proper discharge of their role or as permitted by law.

3.10. Performance of Duties-Employees

While on duty, Employees will attend to the City's business, will ensure that their work is carried out efficiently, economically and effectively, and to a standard in keeping with the requirements of the position they occupy. In the performance of their duties, Employees must comply with applicable management policies, procedures and protocols.

3.11. Use of City Resources

Council Members and Employees are to be honest in their use of the City's resources (including any intellectual property belonging to the City) and not misuse or allow misuse by any other person. They should use the City's resources effectively and economically in the course of their duties; and not use the City's resources for private purposes (other than as part of a contract of employment), unless authorised by the Chief Executive Officer.

3.12. Travelling Expenses

Council Members and Employees must comply with any applicable rules, policies and/or procedures regarding making claims for the payment or reimbursement of expenses including travel related expenses, and ensure that claims they make and payments they receive in that respect are directly related to work.

4. Gifts and Benefits

4.1. Employee requirements as to prohibited and notifiable gifts

- 4.1.1. An employee must refrain from accepting a prohibited gift from a person who:
- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
 - (b) it is reasonable to believe is intending to undertake an activity involving a local government discretion.
- 4.1.2. An employee who accepts a notifiable gift from a person who:
- (a) is undertaking or seeking to undertake an activity involving a local government discretion; or
 - (b) it is reasonable to believe is intending to undertake an activity involving a local government discretion,
- must notify the CEO, in accordance paragraph 4.1.3 and within 10 days of accepting the gift, of the acceptance.
- 4.1.3. A notification of the acceptance of a notifiable gift as referred to in paragraph 4.1.2 must be in writing and include —
- (a) the name of the person who gave the gift; and
 - (b) the date on which the gift was accepted; and
 - (c) a description, and the estimated value, of the gift; and
 - (d) the nature of the relationship between the person who is an employee and the person who gave the gift; and
 - (e) if the gift is a notifiable gift under paragraph (b) of the definition of 'notifiable gift' in this code (whether or not it is also a notifiable gift under paragraph (a) of that definition):
 - (i) a description; and
 - (ii) the estimated value; and
 - (iii) the date of acceptance,of each other gift accepted within the 6 month period.
- 4.1.4 The CEO must maintain a register of notifiable gifts and record in it details of notifications given to comply with the requirements of this clause 4.1.

Notes

The requirements set out in this clause are requirements which pursuant to Reg 34B of the Local Government (Administration) Regulations 1996 must be included in a code of conduct.

In general, Elected Members, Committee Members and Employees must not seek or accept (either directly or indirectly) any immediate or future gift (including any financial benefit,

reward, donation or hospitality) for themselves, or for any other person or body as a result of their role with the City.

Key issues when assessing the provision of hospitality/gifts is whether any 'consideration' was received by the recipient from the donor i.e. does the recipient do anything to 'earn' the hospitality. If for example a Council Member participates in a meeting in their time, then basic hospitality would not be considered a gift as 'fully adequate' consideration would apply.

Nothing in this Code prevents a gift from being received:

- on behalf of the City, where it is retained by the City
- by a Council Member or Employee under and in accordance with the terms of a sponsorship or other commercial arrangement with the City.

For example, a ticket to attend a VIP event, that is being held on City property which has been hired for the event, that is given to a member or employee will not be a 'gift' (and, therefore, will not be subject to the gift provisions of this Code), if it is given because of a contractual obligation to give it under a sponsorship agreement with the City. However, a ticket that is given voluntarily, over and above any contractual obligation will be a gift (if it otherwise satisfies the definition of 'gift' referred to earlier) and, will be subject to the gift provisions of this Code.

5. Conflicts of Interest

5.1. Disclosure of interests affecting impartiality

In this clause:

interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

5.1.1 An Employee who has an interest in any matter to be discussed at a council or committee meeting attended by them must disclose the nature of the interest:
(a) in a written notice given to the CEO before the meeting; or
(b) at the meeting immediately before the matter is discussed.

5.1.2 An Employee who has given, or will give, advice in respect of any matter to be discussed at a council or committee meeting not attended by them must disclose the nature of any interest the person has in the matter —
(a) in a written notice given to the CEO before the meeting; or
(b) at the time the advice is given.

5.1.3 For the purposes of paragraphs 5.1.1 and 5.1.2, an interest does not include an interest as referred to in section 5.60 of the Act.

5.1.4 An Employee is excused from the requirements of paragraphs 5.1.1 and 5.1.2 to disclose the nature of an interest if:
(a) their failure to disclose occurs because they did not know that they had an

- interest in the matter; or
- (b) their failure to disclose occurs because they did not know the matter in which they an interest would be discussed at the meeting and they disclose the nature of the interest as soon as possible after becoming aware of the discussion of a matter of that kind.

- 5.1.5 Where to comply with clauses 5.1.1 and 5.1.2, an Employee makes a disclosure in a written notice given to the CEO before a meeting then:
- (a) before the meeting the CEO is to cause the notice to be given to the person who is to preside at the meeting; and
- (b) immediately before a matter to which the disclosure relates is discussed at the meeting the person presiding is to bring the notice and its contents to the attention of the persons present.
- 5.1.6 If:
- (a) to comply with clause 5.1.2, the nature of an Employee's interest in a matter is disclosed at a meeting; or
- (b) a disclosure is made as described in clause 5.1.4(b) at a meeting; or
- (c) to comply with a requirement made under clause 5.1.5(b),
- a notice disclosing the nature of a person's interest in a matter is brought to the attention of the persons present at a meeting, the nature of the interest is to be recorded in the minutes of the meeting.

Notes

The requirements set out in this clause of the Code are requirements which pursuant to Reg 34C of the *Local Government (Administration) Regulations 1996* must be included in the code of conduct.

- Council members and employees should ensure that there is no actual or perceived conflict of interest between their personal interests and the impartial fulfilment of their public and professional duties;
- The onus for identifying and disclosing a conflict of interest is on the member or employee;
- Employees will not engage in private work with or for any person or body with an interest in a proposed or current contract with the City, without first making disclosure to the Chief Executive Officer;
- Council members and employees will lodge a written notice with the Chief Executive Officer describing an intention to undertake a dealing in land within the City (other than purchasing their principal place of residence);
- Employees will refrain from such partisan political activities which could cast doubt on or be perceived to affect the impartial conduct of their professional duties and obligations. It is not intended by this clause to otherwise affect an employee's civil rights to maintain their political convictions or pursue political activities.

Definitions

Act means Local Government Act 1995

Activity involving Local Government Discretion means an activity

- (a) that cannot be undertaken without an authorisation from the City or
- (b) by way of a commercial dealing with the City

Breach means breach of Code

CEO means the Chief Executive Officer

City means City of South Perth

Closed Meeting means a council meeting that is closed to members of the public under section 5.23(2) of the Local Government Act.

Code means City of South Perth Code of Conduct

Committee means committee established under section 5.8 of the Act.

Confidential Document means a document either:

- marked by the CEO to clearly show that the information in the document is confidential and is not to be disclosed; or
- provided at a closed meeting;

Conflict of Interest means a situation in which a person's professional decision making ability could be, or could reasonably be seen to be, influenced by their personal interest.

Consideration means anything of value promised to another when making a contract.

Council means the governing body of City of South Perth.

Council Member means a person who holds the office of councilor on council.

Employee means a person employed by the City under section 5.36 of the Act.

Gift means:

1. Disposition of property or conferral of any financial benefit
2. Made by one person in favour of another
3. Without consideration
4. Does not include contribution to travel

Interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person have the Interest and includes an interest arising from kinship, friendship or membership or an association.

Members means Council or Committee member

Notifiable Gift means—

- (a) a gift worth between \$50 and \$300; or
- (b) a gift that is one of 2 or more gifts given by the same person within a period of 6 months that are in total worth between \$50 and \$300.

Prohibited Gift means a gift worth \$300 or more, or a gift that is one of 2 or more gifts given by the same person within a period of 6 months that have a total value of \$300 or more.

Breaches of Code

Breaches of the Code by employees

Any person who considers that the conduct of an employee breaches a provision of this Code may refer the matter to the Chief Executive Officer or the Manager of Human Resources, who will consider the matter and deal with it in accordance with the management protocols, procedures or practices of the City.

Any person who considers that the conduct of the Chief Executive Officer breaches a provision of the code may refer the matter to the Manager Human Resources who will consider the matter and deal with it in accordance with the management protocols,

Item 10.7.1	RECOMMENDATIONS OF THE AUDIT, RISK AND GOVERNANCE COMMITTEE MEETING - 9 AUGUST 2016
Attachment (b)	Attachments - Audit, Risk and Governance Committee meeting - 9 August 2016
Item 6.1	CODE OF CONDUCT REVIEW - BARLETT WORKPLACE LAWYERS TO ATTEND
Attachment (a)	Revised Code of Conduct - Barlett Workplace Lawyers

procedures or practices of the City.

Any person who considers that the conduct of a Council Member breaches a provision of the code may refer the matter to the Chief Executive Officer, who will consider the matter and deal with it as he or she sees fit.

Note on CCC and PSC

Under the *Crime, Corruption and Misconduct Act 2003*, the Chief Executive Officer of the City has a positive duty to report all matters that he or she suspects on reasonable grounds concerns misconduct that could constitute reasonable grounds for the termination of a person's office or employment to public sector integrity bodies.

The Chief Executive Officer must report all suspected misconduct that is criminal or corrupt to the Crime and Corruption Commission. The Chief Executive Officer must report any suspected misconduct less serious than that, but still sufficiently serious that it could constitute reasonable grounds for termination of the person's office or employment, to the Public Sector Commission.

City of South Perth

WASTE LOCAL LAW 2016

Waste Avoidance and Resource Recovery Act 2007
Local Government Act 1995

City of South Perth

Waste Local Law 2016

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Waste Avoidance and Resource Recovery Act 2007
Local Government Act 1995

City of South Perth

Waste Local Law 2016

Under the powers conferred on it by the *Waste Avoidance and Resource Recovery Act 2007* and the *Local Government Act 1995* and under all other enabling powers, the Council of the City of South Perth resolved on 5 April 2016 to make the following local law.

Part 1 - Preliminary

1.1 Short title

This is the *City of South Perth Waste Local Law 2016*.

1.2 Commencement

This local law commences 14 days after the day on which it is published in the *Government Gazette*.

1.3 Application

This local law applies throughout the district.

1.4 Repeal

Part 4 of the City of South Perth Health Local Law 1999, published in the *Government Gazette* on 22 November 2002 is deleted.

1.5 Meaning of terms used in this local law

(1) In this local law—

authorised person means a person appointed by the local government under section 9.10 of the LG Act to perform any of the functions of an authorised person under this local law;

collectable waste means local government waste that is not—

- (a) liquid refuse;
- (b) liquid waste; or
- (c) non-collectable waste;

collectable waste receptacle means a receptacle for the deposit and collection of collectable waste that is—

- (a) a recycling waste receptacle;

(b) a general waste receptacle; or

(c) an organic waste receptacle;

collection, when used in relation to a receptacle, means the collection and removal of collectable waste from the receptacle by the local government or its contractor;

collection day means the day determined by the local government for the collection of collectable waste in the district or a part of the district;

collection time means the time on the collection day determined by the local government for the collection of collectable waste in the district or a part of the district;

commencement date means the date on which this local law commences operation under clause 1.2;

costs of the local government include administrative costs;

Council means the council of the local government;

district means the district of the local government;

general waste receptacle means a receptacle for the deposit and collection of collectable waste that is not recycling waste;

LG Act means the *Local Government Act 1995*;

LG Regulations means the *Local Government (Functions and General) Regulations 1996*;

local government means the City of South Perth;

local government waste has the same meaning as in the WARR Act;

non-collectable waste has the meaning set out in Schedule 1;

occupier in relation to premises, means any or all of the following—

(a) a person by whom or on whose behalf the premises are actually occupied; or

(b) a person having the management or control of the premises;

organic waste means waste that decomposes readily, such as garden waste or food waste;

organic waste receptacle means a receptacle for the deposit and collection of organic waste ;

owner has the same meaning as in the LG Act;

penalty unit means the amount prescribed by the local government as a standard penalty unit in the *City of South Perth Penalty Units Local Law 2003*;

public place includes a place to which the public ordinarily have access, whether or not by payment of a fee;

receptacle, means a receptacle—

- (a) that has been supplied for the use of the premises by the local government or its contractor, or which has otherwise been approved by the local government; and
- (b) the waste from which is collected and removed from the premises by the local government or its contractor;

recycling waste receptacle means a receptacle for the deposit and collection of recycling waste;

recycling waste means—

- (a) paper and cardboard;
- (b) plastic containers comprised of polyethylene terephthalate or high density polyethylene;
- (c) glass containers;
- (d) steel containers;
- (e) aluminium containers;
- (f) liquid paper board; and
- (g) any other waste determined by the local government to be recycling waste;

specified means specified by the local government or an authorised person, as the case may be;

street alignment means the boundary between the land comprising a street and the land that abuts the street;

WARR Act means the *Waste Avoidance and Resource Recovery Act 2007*;

WARR Regulations means the *Waste Avoidance and Resource Recovery Regulations 2008*;

waste has the same meaning as in the WARR Act;

waste facility means a waste facility, as defined in the WARR Act, that is operated by the local government; and

waste service has the same meaning as in the WARR Act.

- (2) Where, in this local law, a duty or liability is imposed on an owner or occupier, or on an owner and occupier, the duty or liability is taken to be imposed jointly and severally on each of the owners or occupiers.

1.6 Local public notice of determinations

Where, under this local law, the local government has a power to determine a matter –

- (a) local public notice, under section 1.7 of the LG Act, must be given of the matter determined;
- (b) the determination becomes effective only after local public notice has been given;
- (c) the determination remains in force for the period of one year after the date that local public notice has been given under paragraph (a);
- (d) after the period referred to in paragraph (c), the determination continues in force only if, and for so long as, it is the subject of local public notice, given annually, under section 1.7 of the LG Act; and
- (e) the determination must be recorded in a publicly accessible register of determinations that must be maintained by the local government.

1.7 Rates, fees and charges

The local government's powers to impose rates, fees and charges in relation to waste services are set out in sections 66 to 68 of the WARR Act and section 6.16 and 6.17 of the LG Act.

1.8 Power to provide waste services

The local government's power to provide, or enter into a contract for the provision of, waste services is dealt with in section 50 of the WARR Act.

Part 2 - Local government waste

2.1 Supply of receptacles

- (1) The local government is to supply, for the use of each premises that are, or are capable of being, occupied or used for residential purposes, one or more receptacles for the collection and removal, from those premises, of collectable waste.
- (2) The owner of premises to which subclause (1) applies must take all reasonable steps to —
 - (a) ensure that the fee or charge (if any) imposed by the local government in relation to each receptacle is paid to the local government; and
 - (b) ensure that each receptacle is used, in respect of those premises, in accordance with this local law.

2.2 Deposit of waste in receptacles

- (1) An owner or occupier of premises must not deposit or permit to be deposited in a receptacle any non-collectable waste.

- (2) A person must not deposit waste in a receptacle that has been provided for the use of other premises without the consent of the owner or occupier of those premises.

2.3 General waste receptacles

- (1) An owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle—
- (a) where the receptacle has a capacity of 240 litres—more than 70 kilograms of collectable waste; or
 - (b) where the receptacle has any other capacity—more than the weight determined by the local government.
- (2) Where the local government supplies recycling waste receptacles, an owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle any recycling waste.
- (3) Where the local government supplies organic waste receptacles, an owner or occupier of premises must not deposit or permit to be deposited in a general waste receptacle any organic waste.

2.4 Recycling waste receptacles

An owner or occupier of premises must not deposit or permit to be deposited in a recycling waste receptacle—

- (a) anything other than the particular type of recycling waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 240 litres— more than 70 kilograms of recycling waste; or
- (c) where the receptacle has any other capacity—more than the weight determined by the local government.

2.5 Organic waste receptacles

An owner or occupier of premises must not deposit or permit to be deposited in an organic waste receptacle—

- (a) anything other than the particular type of organic waste for which that receptacle was provided by the local government for those premises;
- (b) where the receptacle has a capacity of 240 litres - more than 70 kilograms of organic waste; or
- (c) where the receptacle has any other capacity - more than the weight determined by the local government.

2.6 Direction to place or remove a receptacle

- (1) The local government or an authorised person may give a written direction to an owner or occupier of specified premises —

- (a) to place a receptacle in respect of those premises for collection; or
 - (b) to remove a receptacle in respect of those premises after collection.
- (2) The direction under subclause (1) may specify when the placement or removal is to occur, or where the receptacle is to be placed, or both.
- (3) An owner or occupier of premises must comply with a direction given under this clause.

2.7 Duties of owner or occupier

An owner or occupier of premises must—

- (a) except for a reasonable period before and after collection time, keep each receptacle in a storage space or area that is behind the street alignment;
- (b) take reasonable steps, if placing a receptacle for collection on the verge adjoining the premises, or other area as determined by the local government, ensure that, within a reasonable period before collection time, each receptacle is —
 - (i) within 1 metre of the carriageway;
 - (ii) so that it does not unduly obstruct any footpath, cycle way, right-of-way or carriageway; and
 - (iii) facing squarely to the edge of and opening towards the carriageway,or in such other position as is approved in writing by the local government or an authorised person;
- (c) take reasonable steps to ensure that the premises are provided with an adequate number of receptacles; and
- (d) if the receptacle is lost, stolen, damaged or defective, notify the local government, as soon as practicable, after the event.

2.8 Exemption

- (1) An owner or occupier of premises may apply in writing to the local government for an exemption from compliance with the requirements of clause 2.7(a) or (b).
- (2) The local government or an authorised person may grant, with or without conditions, or refuse an application for exemption from compliance under this clause.
- (3) An exemption granted under this clause must state—
 - (a) the premises to which the exemption applies;
 - (b) the period during which the exemption applies; and

- (c) any conditions imposed by the local government or the authorised person.
- (4) An exemption granted under this clause ceases to apply –
 - (a) if the local government decides, on reasonable grounds, that there has been a failure to comply with a condition of the exemption; and
 - (b) from the date that the local government informs the owner or occupier of its decision under clause 2.8(4)(a).

2.9 Damaging or removing receptacles

A person, other than the local government or its contractor, must not—

- (a) damage, destroy or interfere with a receptacle; or
- (b) except as permitted by this local law or as authorised by the local government or an authorised person, remove a receptacle from any premises to which it was delivered by the local government or its contractor.

2.10 Verge collections

- (1) Where the local government has advertised a verge waste collection (such as a green waste, or a bulk waste, verge collection) a person, unless with and in accordance with the approval of the local government or an authorised person—
 - (a) must deposit waste only during the period of time, and in accordance with other terms and conditions, as advertised by the local government in relation to that verge waste collection; and
 - (b) must otherwise comply with those terms and conditions.
- (2) Where waste has been deposited on a verge for a verge waste collection, a person must not remove any of that waste for a commercial purpose but may remove it for any other purpose.
- (3) Except where waste is lawfully removed from a verge under this clause, a person must not disassemble or tamper with any waste deposited on a verge for a verge waste collection so as to increase the risk of harm to any person.
- (4) Clause 2.10(2) does not apply to the local government or a person engaged or contracted by the local government in relation to the verge waste collection.

Part 3 - General duties

3.1 Duties of an owner or occupier

An owner or occupier of premises must—

- (a) take reasonable steps to ensure that a sufficient number of receptacles are provided to contain all waste which accumulates or may accumulate in or from the premises;
- (b) ensure that each receptacle is kept in good condition and repair;

- (c) take all reasonable steps to—
 - (i) prevent fly breeding and keep each receptacle free of flies, maggots, cockroaches, rodents and other vectors of disease;
 - (ii) prevent the emission of offensive or noxious odours from each receptacle ; and
 - (iii) ensure that each receptacle does not cause a nuisance to an occupier of adjoining premises; and
- (d) whenever directed to do so by the local government or an authorised person, thoroughly clean, disinfect, deodorise and apply a residual insecticide to each receptacle and
- (e) if directed by an authorised person, remove any waste from a receptacle that has not been properly deposited in that receptacle in accordance with this local law or a permit.

3.2 Removal of waste from premises

- (1) A person must not remove any waste from premises unless that person is—
 - (a) the owner or occupier of the premises;
 - (b) authorised to do so by the owner or occupier of the premises; or
 - (c) authorised in writing to do so by the local government or an authorised person.
- (2) A person must not remove any waste from a receptacle without the approval of —
 - (a) the local government or an authorised person; or
 - (b) the owner or occupier of the premises at which the receptacle is ordinarily kept.

3.3 Receptacles and containers for public use

A person must not, without the approval of the local government or an authorised person—

- (a) deposit household, commercial or other waste from any premises on or into; or
- (b) remove any waste from,

a receptacle provided for the use of the general public in a public place.

3.4 Waste control on building sites

- (1) In this clause —
building work means —

- (a) building work for which a building permit is required under the *Building Act 2011*; and
- (b) demolition work for which a demolition permit is required under the *Building Act 2011*;

building work waste means all waste from building work that is capable of being windblown ; and

receptacle means a receptacle the waste from which is collected and removed otherwise than by the local government or its contractor.

- (2) A person must not allow, commence or continue any building work on premises unless, at all times while the building work is being undertaken –
 - (a) there is located on the premises, as close as practicable to the building work a receptacle with a capacity of not less than 4m³, or as otherwise approved by the local government, suitable for the collection and disposal of building work waste;
 - (b) building work waste is deposited and kept in the receptacle; and
 - (c) the lid of the receptacle is kept closed except when waste is being deposited in the receptacle.

Part 4 - Operation of waste facilities

4.1 Operation of this Part

This Part applies to a person who enters a waste facility.

4.2 Hours of operation

The local government may from time to time determine the hours of operation of a waste facility.

4.3 Signs and directions

- (1) The local government or an authorised person may regulate the use of a waste facility—
 - (a) by means of a sign; or
 - (b) by giving a direction to a person within a waste facility.
- (2) A person within a waste facility must comply with a sign or direction under subclause (1).
- (3) The local government or an authorised person may direct a person who commits, or is reasonably suspected by the local government or the authorised person of having committed, an offence under this clause to leave the waste facility immediately.
- (4) A person must comply with a direction under subclause (3).

4.4 Fees and charges

- (1) Unless subclause (3) applies, a person must, on or before entering a waste facility or on demand by the local government or an authorised person, pay the fee or charge as assessed by an authorised person.
- (2) An authorised person may assess the fee or charge in respect of a particular load of waste at a rate that applies to any part of that load, even if that rate is higher than the rate that would apply to any other part of the load.
- (3) Subclause (1) does not apply—
 - (a) to a person who disposes of waste in accordance with the terms of—
 - (i) a credit arrangement with the local government; or
 - (ii) any other arrangement with the local government to pay the fee or charge at a different time or in a different manner; and
 - (b) to the deposit of waste owned by the local government, or in the possession of an employee on behalf of the local government.

4.5 Depositing waste

- (1) A person must not deposit waste at a waste facility other than—
 - (a) at a location determined by a sign and in accordance with the sign; and
 - (b) in accordance with the direction of an authorised person.
- (2) The local government may determine the classification of any waste that may be deposited at a waste facility.

Part 5 - Enforcement

5.1 Offences and general penalty

- (1) A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law a person is prohibited from doing, commits an offence.
- (2) A person who commits an offence under this local law is liable, on conviction, to a penalty not less than \$500 and not exceeding \$5,000, and if the offence is of a continuing nature, to a further penalty not exceeding \$500 in respect of each day or part of a day during which the offence has continued.

5.2 Other costs and expenses

- (1) A person who is convicted of an offence under this local law is to be liable, in addition to any penalty imposed under clause 5.1, to pay to the local government the costs and expenses incurred by the local government in taking remedial action such as—
 - (a) removing and lawfully disposing of toxic, hazardous or poisonous waste; or

(b) making good any damage caused to a waste facility.

- (2) The costs and expenses incurred by the local government are to be recoverable, as a debt due to the local government, in a court of competent civil jurisdiction.

5.3 Prescribed offences

- (1) An offence against a clause specified in Schedule 2 is a prescribed offence for the purposes of section 9.16(1) of the LG Act.
- (2) The amount of the modified penalty for a prescribed offence is that specified adjacent to the clause in Schedule 2.
- (3) If this local law expresses a modified penalty as a number of penalty units, the monetary value of the modified penalty is the number of dollars obtained by multiplying the value of the penalty unit by the number of penalty units.

5.4 Form of notices

- (1) Where a vehicle is involved in the commission of an offence, the form of the notice referred to in section 9.13 of the LG Act is that of Form 1 in Schedule 1 of the LG Regulations;
- (2) The form of the infringement notice given under section 9.16 of the LG Act is that of Form 2 in Schedule 1 of the LG Regulations; and
- (3) The form of the infringement withdrawal notice given under section 9.20 of the LG Act is that of Form 3 in Schedule 1 of the LG Regulations.

Schedule 1 - Meaning of 'non-collectable waste'

(Clause 1.5)

non-collectable waste means –

- (a) hot or burning material;
- (b) household hazardous waste, including paint, acids, alkalis, fire extinguishers, solvents, pesticides, oils, gas cylinders, batteries, chemicals and heavy metals;
- (c) any other hazardous material, such as radioactive waste;
- (d) any explosive material, such as flares or ammunition;
- (e) electrical and electronic equipment;
- (f) hospital, medical, veterinary, laboratory or pathological substances;
- (g) construction or demolition waste;
- (h) sewage;
- (i) 'controlled waste' for the purposes of the *Environmental Protection (Controlled Waste) Regulations 2004*;
- (j) any object that is greater in length, width, or breadth than the corresponding dimension of the receptacle or that will not allow the lid of the receptacle to be tightly closed;
- (k) waste that is or is likely to become offensive or a nuisance, or give off an offensive or noxious odour, or to attract flies or cause fly breeding unless it is first wrapped in non-absorbent or impervious material or placed in a sealed impervious and leak-proof container; and
- (l) any other waste determined by the local government under clause 1.6 to be non-collectable waste.

Schedule 2 - Prescribed offences
(Clause 5.3)

Item No.	Clause No.	Description	Penalty Unit
1	2.1(2)(a)	Failing to pay fee or charge	10
2	2.1(2)(b)	Failing to ensure lawful use of receptacle	10
3	2.2(1)	Depositing non-collectable waste in a receptacle	10
4	2.2(2)	Depositing waste in another receptacle without consent	10
5	2.3(1)	Exceeding weight capacity of a general waste receptacle	10
6	2.3(2) and (3)	Depositing unauthorised waste in a general waste receptacle	10
7	2.4(a)	Depositing unauthorised waste in a recycling waste receptacle	10
8	2.4(b) and (c)	Exceeding weight capacity of a recycling waste receptacle	10
9	2.5(a)	Depositing unauthorised waste in an organic waste receptacle	15
10	2.5(b) and (c)	Exceeding weight capacity of an organic waste receptacle	10
11	2.6(3)	Failing to comply with a direction concerning placement or removal of a receptacle	10
12	2.7(a)	Failing to keep a receptacle in the required location	10
13	2.7(b)	Failing to place a receptacle for collection in a lawful position	10
14	2.7(c)	Failing to provide a sufficient number of receptacles	15
15	2.7(d)	Failing to notify of a lost, stolen, damaged or defective receptacle	10
16	2.9(a)	Damaging, destroying or interfering with a receptacle	15
17	2.9(b)	Removing a receptacle from premises	10
18	2.10(1)	Failing to comply with a term or condition of verge waste collection	10
19	2.10(2)	Removing waste for commercial purposes	15
20	2.10(3)	Disassembling or leaving in disarray waste deposited for collection	15
21	3.1(a)	Failing to provide a sufficient number of receptacles	10
22	3.1(b)	Failing to keep a receptacle clean and in a good condition and repair	10
23	3.1(c)(i)	Failing to prevent fly breeding and vectors of disease in a receptacle	15
24	3.1(c)(ii)	Failing to prevent the emission of offensive odours from a receptacle	15
25	3.1(c)(iii)	Allowing a receptacle to cause a nuisance	15
26	3.1(d)	Failing to comply with a direction to clean, disinfect or deodorise receptacle	15

Item No.	Clause No.	Description	Penalty Unit
27	3.2(1)	Unauthorised removal of waste from premises	10
28	3.2(2)	Removing waste from a receptacle without approval	10
29	3.4(2)(a)	Failing to have a suitable receptacle or enclosure for building work waste	25
30	3.4(2)(b)	Failing to keep building work waste in a receptacle or enclosure	15
29	4.3(2)	Failing to comply with a sign or direction	10
30	4.3(4)	Failing to comply with a direction to leave	10
31	4.4(1)	Disposing waste without payment of fee or charge	10
32	4.5(1)	Depositing waste contrary to sign or direction	10

Note: Penalty Units are prescribed in the City of South Perth Penalty Units Local Law 2003. At 26 February 2010 one penalty unit was \$10.00.

Dated: [insert day and month]

The Common Seal of the)
City of South Perth was affixed)
by authority of a resolution)
of the Council in the presence of)

.....
Sue Doherty
Mayor

.....
Geoff Glass
Chief

Executive

Officer

Consented to –

.....
Chief Executive Officer
Department of Environment and Conservation

Item 10.7.1	RECOMMENDATIONS OF THE AUDIT, RISK AND GOVERNANCE COMMITTEE MEETING - 9 AUGUST 2016
Attachment (b)	Attachments - Audit, Risk and Governance Committee meeting - 9 August 2016
Item 6.7	PROPOSED DOGS LOCAL LAW 2016
Attachment (a)	Draft City of South Perth Dogs Local Law 2016

City of South Perth

DOGS LOCAL LAW 2016

DOG ACT 1976

Local Government Act 1995

<p>Published in the Government Gazette on dd/mm 2016; number</p>
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City of South Perth

DOGS LOCAL LAW 2016

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Note

Most issues regulating dogs are dealt with by the Dog Act 1976 and Dog Regulations 2013. This includes:

- Registration of dogs;
- 'Dangerous dogs' as defined by the Act;
- Operation of dog management facilities (pounds), including:
 - Issues in relation to the impounding of dogs;
 - Attendance of a poundkeeper at the pound; and
 - Release of impounded dogs are dealt with by the Dog Act 1976, and in particular section 29.
- Registration fees (although fees for the seizure and impounding of a dog may be set by a local government in its annual budget under section 6.16 of the Local Government Act 1995);
- How off leash dog exercise areas are established;
- Dogs wandering at large;
- Dogs not under control;
- Dog attacks;
- Provisions about assistance animals such as guide dogs;
- Modified penalties applicable for minor offences.

The only matters that a local government may make local laws about are listed in section 51 of the Dog Act:

51. Local law making powers

A local government may so make local laws —

(a) providing for the registration of dogs;

[(b) deleted]

(c) specifying areas within which it shall be an offence (unless the excreta are removed) for any person liable for the control of a dog to permit that dog to excrete on any street or public place or on any land without the consent of the occupier;

(d) requiring that in specified areas a portion of the premises where a dog is kept must be fenced in a manner capable of confining the dog;

(e) providing for the establishment and maintenance of dog management facilities and other services and facilities necessary or expedient for the purposes of this Act;

(f) providing for the detention, maintenance, care and release or disposal of dogs seized;

(g) as to the destruction of dogs pursuant to the powers hereinbefore conferred;

[(h) deleted]

(i) providing for the licensing, regulating, construction, use, and inspection of approved kennel establishments.

DOG ACT 1976

LOCAL GOVERNMENT ACT 1995

City of South Perth

DOGS LOCAL LAW 2016

Under the powers conferred by the *Dog Act 1976*, the *Local Government Act 1995* and under all other powers enabling it, the Council of the City of South Perth resolved on the dd/mm 2016 to make the following local law.

PART 1 - PRELIMINARY

1.1 Title

This is the *City of South Perth Dogs Local Law 2016*.

1.2 Commencement

This local law comes into operation 14 days after the date of its publication in the *Government Gazette*.

1.3 Repeal

The *City of South Perth Dogs Local Law 2011* as published in the *Government Gazette* on 21 July 2011 is repealed.

1.4 Terms used

- (1) In this local law unless the context otherwise requires –

Act means the *Dog Act 1976*;

authorised person means a person appointed by the local government to perform all or any of the functions conferred on an authorised person under this local law;

CEO means the Chief Executive Officer of the local government;

district means the district of the local government;

district means an area of the State that has been declared to be a district under the Local Government Act 1995, and includes for certain purposes provided for in this Act other areas which although not being within the boundaries of a district are regarded for those purposes as being part of the district;

s3(1) Dog Act 1976

effectively confined —

(a) in relation to keeping a dog in premises comprising a mobile home, means the mobile home is designed and constructed in a way that enables an occupant to prevent the dog from escaping the mobile home; and

(b) in relation to keeping a dog in or at other premises, or in any outdoor area of those premises, means the premises or area is bounded by a fence or barrier of a standard sufficient to prevent the dog from escaping;

s3(1) Dog Act 1976

local government means the City of South Perth;

owner in relation to a dog means —

- (a) the person by whom the dog is ordinarily kept; or
- (b) a person who is deemed by subsection (2) to be the owner of the dog;

Section 3(2) states —

“(2) A person who is shown in the register maintained by a local government under this Act as being the last person recorded by the local government as the registered owner of a dog is deemed to be owner of that dog, whether or not the registration in his name continues in force, unless he proves that he is not the owner of the dog”.

owner's delegate, in relation to a registered owner, means a person appointed under section 16AA as the dog owner's delegate;

person liable for the control of the dog means each of the following —

- (a) the registered owner of the dog; or
- (b) the owner of the dog; or
- (c) the occupier of any premises where the dog is ordinarily kept or ordinarily permitted to live; or
- (d) a person who has the dog in his possession or under his control, but does not include —
- (e) a registered veterinary surgeon, or a person acting on his behalf, in the course of his professional practice; or
- (f) a police officer or other person acting under a statutory duty or in the administration of this Act;

s3(1) and (2) Dog Act 1976

“premises” shall, for the purpose of determining who is the occupier, be taken to refer to any land or building, or part of any land or building, that is or is intended to be occupied as a separate residence from any adjacent tenement, and includes a mobile home;

s3(1) Dog Act 1976

Regulations means the *Dog Regulations 2013*; and

thoroughfare has the meaning given to it in section 1.4 of the *Local Government Act 1995*.

- (2) A term that is used in this local law and is not defined in subclause (1) has the same meaning that is given to it in the Act or, if not defined in the Act, the same meaning given to it in the *Local Government Act 1995*.

1.5 Application

This local law applies throughout the district.

PART 2 - KEEPING OF DOGS

2.1 Dogs to be confined

- (1) An occupier of premises on which a dog is kept must -
 - (a) ensure that a portion of the premises on which the dog is kept is fenced in a manner capable of confining the dog;
 - (b) ensure the fence used to confine the dog and every gate or door in the fence is of a type, height and construction which having regard to the breed, age, size and physical condition of the dog is capable of preventing the dog at all times from passing over, under or through it;
 - (c) ensure that every gate or door in the fence is kept closed at all times when the dog is on the premises (unless the gate is temporarily opened in a manner that ensures that the dog remains confined) and is fitted with a proper latch or other means of fastening it;
 - (d) maintain the fence and all gates and doors in the fence in good order and condition; and
 - (e) where no part of the premises consists of open space, yard or garden or there is no open space or garden or yard of which the occupier has exclusive use or occupation, ensure that other means exist on the premises (other than the tethering of the dog) for effectively confining the dog within the premises.
- (2) An occupier who fails to comply with subclause (1) commits an offence.
- (3) Notwithstanding subclause (1) and (2), the confinement of dangerous dogs is dealt with in the Act and the Regulations.

Section 33GA(2) of the Dog Act provides that a dangerous dog must be confined whenever it is not tethered or leashed and under the direct control of an adult. This section provides for a maximum penalty of \$10,000. Since the penalty is twice the maximum penalty which a local law can impose, local governments are required to enforce the penalty directly rather than via a local law.

2.2 Limitation on the number of dogs

- (1) This clause does not apply to premises which have been granted an exemption under section 26(3) of the Act.
- (2) The limit on the number of dogs which may be kept on any premises is, for the purpose of section 26(4) of the Act is 2 dogs over the age of 3 months and the young of those dogs under that age.

2.3 Offence to excrete

- (1) A dog must not excrete on –

- (a) any thoroughfare or other public place; or
 - (b) any land which is not a public place without the consent of the occupier.
- (2) Subject to subclause (3), if a dog excretes contrary to subclause (1), every person liable for the control of the dog at that time commits an offence.
- (3) The person liable for the control of the dog does not commit an offence against subclause (2) if any excreta is removed immediately by that person.

PART 3 - ENFORCEMENT

3.1 Terms used

In this Part -

infringement notice means the notice referred to in clause 3.4;

notice of withdrawal means the notice referred to in clause 3.7(1); and

penalty unit has the meaning given to it in the *City of South Perth Penalty Units Local Law 2003*.

3.2 Offences and general penalty

- (1) A person who fails to do anything required or directed to be done under this local law, or who does anything which under this local law that person is prohibited from doing, commits an offence.
- (2) A person who commits an offence under this local law is liable, on conviction, to a penalty not less than \$500 and not exceeding \$5,000, and if the offence is of a continuing nature, to an additional penalty not exceeding \$500 for each day or part of a day during which the offence has continued.

3.3 Modified penalties

- (1) An offence against a clause specified in Schedule 1 is an offence in relation to which a modified penalty may be imposed.
- (2) The amount appearing in the third column of Schedule 1 directly opposite an offence is the modified penalty payable in respect of that offence.
- (3) If this local law expresses a modified penalty as a number of penalty units, the monetary value of the modified penalty is the number of dollars obtained by multiplying the value of the penalty unit by the number of penalty units.

3.4 Issue of infringement notice

- (1) Where an authorised person has reason to believe that a person has committed an offence in respect of which a modified penalty may be imposed, the authorised person may serve on the

alleged offender a notice in the form prescribed by section 9.17 of the Local Government Act 1995 and regulation 26(2) of the Local Government (Functions and General) Regulations 1996 informing the alleged offender that, if he or she does not wish to be prosecuted in court for the alleged offence, he or she may pay to the local government within the time specified in the notice, the amount prescribed as the modified penalty.

- (2) An infringement notice may be served on an alleged offender personally, or by leaving it at or posting it to her or his address as ascertained from the alleged offender, at the time of or immediately following the occurrence giving rise to the allegation of the offence, or as recorded by the local government under the Act.

3.5 Failure to pay modified penalty

Where a person who receives an infringement notice fails to pay the modified penalty within the time specified in the notice, or within such further time as may in any particular case be allowed by the CEO, the person must be regarded as having declined to have the allegation dealt with by way of a modified penalty.

3.6 Payment of modified penalty

An alleged offender on whom an infringement notice has been served may, within the time specified in that notice or within such further time as may in any particular case be allowed by the CEO, send or deliver to the local government the amount of the modified penalty, with or without a reply as to the circumstances giving rise to the allegation, and then –

- (a) the local government may appropriate that amount in satisfaction of the penalty and issue an acknowledgment; or
(b) the local government, or an authorised person acting on behalf of the local government, may withdraw the infringement notice under clause 5.6 and refund the amount so paid.

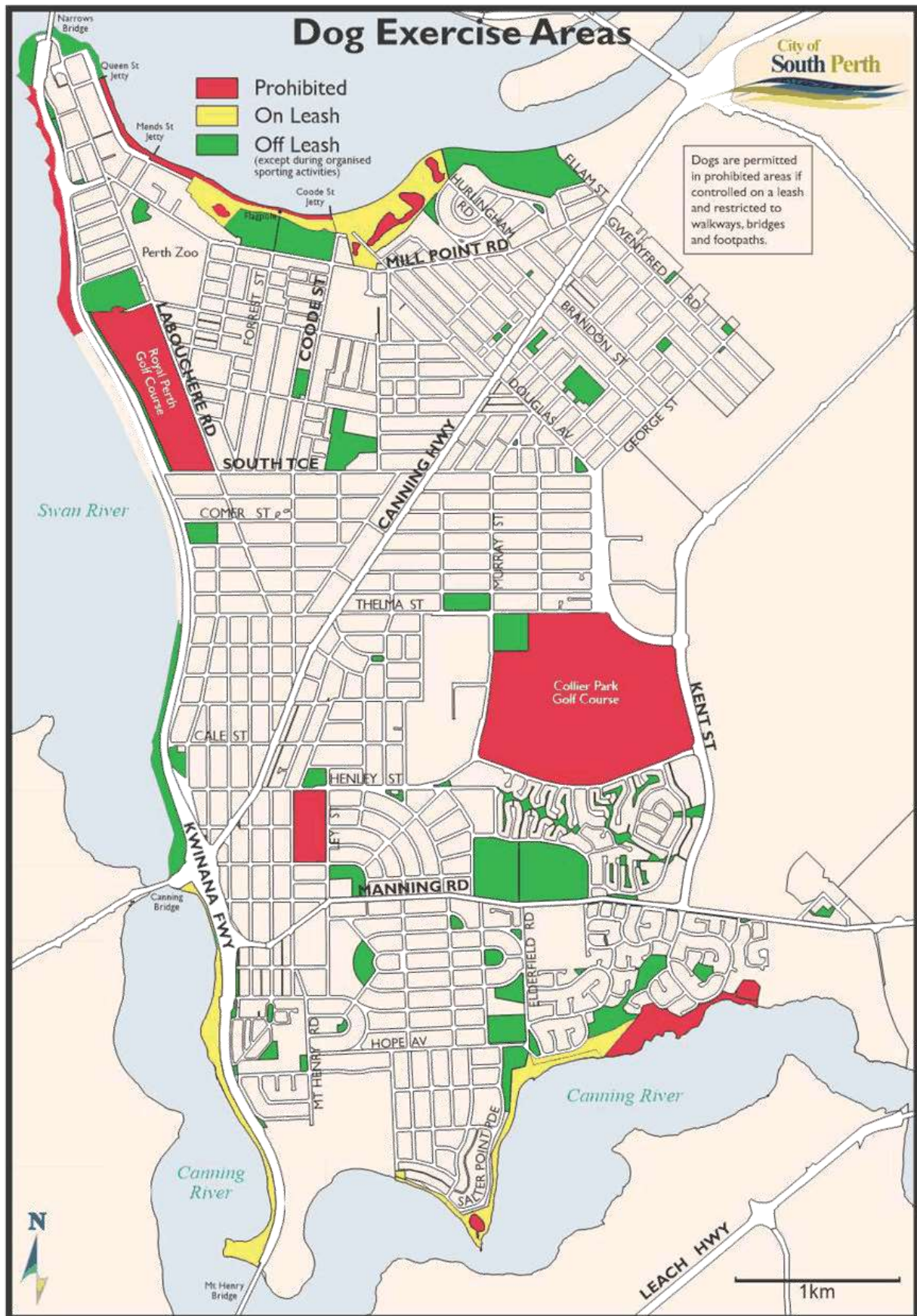
3.7 Withdrawal of infringement notice

- (1) An infringement notice may, whether or not the modified penalty has been paid, be withdrawn by the local government, or an authorised person acting on behalf of the local government, by the sending of a notice in the form prescribed by section 9.17 of the Local Government Act 1995 and regulation 26(2) of the Local Government (Functions and General) Regulations 1996 to the alleged offender at the address specified in the notice or his or her last known place of residence or business and in that event, any amount received by way of modified penalty must be refunded and any acknowledgment of the receipt of that amount must for the purposes of any proceedings in respect of the alleged offence be regarded as not having been issued.
- (2) A person appointed under section 29(1) of the Act to exercise the power of an authorised person to serve infringement notices under clause 3.4(1) is not eligible to be appointed under that section to exercise the power of an authorised person to withdraw infringement notices under clause 3.7(1).

Schedule 1
Modified penalties
(clause 3.3)

Offence	Nature of Offence	Modified Penalty Unit
2.1	Failing to provide means for effectively confining a dog	20
2.3(2)	Dog excreting in prohibited place	20

Note:
Penalty Units are prescribed in the *City of South Perth Penalty Units Local Law 2003*. At 16 June 2016 one penalty unit was \$10.00.



**City of South Perth
Penalty Units Amendment Local Law 2016**

Under the powers conferred by the *Local Government Act 1995* and all other powers enabling it, the Council of the City of South Perth resolved on **date** to adopt the following local law:

1.1 Citation

This local law is cited as the *City of South Perth Penalty Units Amendment Local Law 2016*.

1.2 Commencement

This local law comes into operation 14 days after its publication in the *Government Gazette*.

1.3 Amendment

Schedule 1 of The *City of South Perth Penalty Units Local Law* published in the *Government Gazette* on 20 June 2003 is deleted and replaced with the following:

Schedule 1

Local Law	Clause	Locations	Dates	Times
City of South Perth Parking Local Law 2011	All the clauses specified in the table which is Schedule 1 of the Parking Local Law	All the portion of the City of South Perth bounded by and including South Terrace to the south, Canning Highway to the east and the Swan River foreshore to the west and north.	January 26 each year	6:00 am to midnight
City of South Perth Parking Local Law 2011	All the clauses specified in the table which is Schedule 1 of the Parking Local Law	All the portion of the City of South Perth bounded by and including South Terrace to the south, Canning Highway to the east and the Swan River foreshore to the west and north.	January 27 each year	Midnight to 6:00 pm.

Dated **date** 2016

The Common Seal of the City of South Perth was affixed by authority of a resolution of the Council in the presence of –

Sue Doherty, Mayor

Geoff Glass, Chief Executive Officer

AUDIT & RISK COMMITTEE – EXTERNAL COMMUNITY MEMBERS

Local Government	Number of external members	Term	Voting Rights	Appointment	Qualifications	Salary
City of Stirling	1	2 years	Yes	Advertised in local community newspapers.	Applicants need to address Selection criteria as follows: <ul style="list-style-type: none"> ▪ Senior business or financial management / reporting knowledge and experience ▪ Understanding and experience in relation to internal audit, enterprise risk management, external audit and local government 	\$4,000 per annum (2013)
City of Mandurah	2	2 years (maximum of 4 years)	Yes	Advertised in local community newspaper.	Selection criteria based on the Department of Local Government guidelines recommending external persons with business and/or financial management, knowledge, experience and an understanding of reporting requirements	\$3,000 per annum
City of Subiaco	1	2 years	Yes	Advertised in local community newspapers.	Local Government and/or formal auditing or account or company director experience	TBA
City of Fremantle	1	2 years	Yes	Advertised state-wide and local community newspaper.	Selection criteria for the external member: <ul style="list-style-type: none"> ▪ Business or financial management/reporting knowledge and experience and be conversant with financial and other reporting requirements. 	\$250 per meeting

					<ul style="list-style-type: none"> Current occupation or past vocation experience related to financial management, audit processes and/or risk analysis. Familiarity with local government financial management and reporting requirements whilst not essential will be highly regarded. Relevant experiences, skills, attributes or qualifications. Experience with Boards/Committees in relation to corporate governance, financial reporting or risk management. 	
City of Canning	1	2 years	Yes	Advertised state-wide and local community newspaper.	Business or financial management/reporting knowledge and experience, and be conversant with financial governance, risk and other reporting requirements	Reimbursement of approved expenses
City of Belmont	1	2 years	Yes	Advertised state-wide and local community newspaper.	Applicants need to address Selection Criteria as follows: <ul style="list-style-type: none"> Business or financial management knowledge and experience Business or financial reporting knowledge or experience Conversant with financial 	Hourly rate of \$130.82 as of October 2015 – reviewed annually by CEO

					and other reporting requirements ▪ Local Government exposure (not essential but highly regarded)	
City of Perth	1	2 years	Yes	Advertised in state-wide newspaper.	Unknown	Unknown
City of Melville	1	2 years	Yes	Advertised in local community newspaper	Experience in business and/or financial and management reporting and risk management	Honorarium of \$2,500 per annum
Town of Bassendean	2	2 years	Yes	Advertised in local community newspaper.	Expertise in financial or legal matters	Unknown
Town of Claremont	1	2 years	Yes	Advertised in local community newspaper.	Unknown	Unknown
Shire of Mundaring	1	2 years	Yes	Advertised in local community newspaper.	Accounting or related financial, governance and risk management experience and have strong business acumen, management and communication skills	Reimbursed travel costs
City of Nedlands	3	2 years	Yes	Advertised in local community newspapers.	Appropriate qualifications in Audit and/or Risk	Unknown
City of Swan	1 (out of 5)	2 years	Yes	Advertised in state-wide and local community newspapers.	<ul style="list-style-type: none"> ▪ senior business or financial management/reporting knowledge and experience ▪ conversant with the financial and other reporting requirements ▪ take into consideration the candidate's work experience and their likely ability to apply appropriate analytical, strategic financial and management skills 	Up to \$1,600 per annum reimbursement of expenses which may include professional development costs, professional registration and qualification fees

						and costs of travel and registration to attend appropriate courses to keep up to date with legislation, accounting and other relevant issues
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