

AGENDA.

Ordinary Council Meeting

23 June 2020

Notice of Meeting

Mayor and Councillors

The next Ordinary Council Meeting of the City of South Perth Council will be held on Tuesday 23 June 2020 as an eMeeting commencing at 6.00pm.



GEOFF GLASS
CHIEF EXECUTIVE OFFICER

19 June 2020

Acknowledgement of Country

Kaartdjinin Nidja Nyungar Whadjuk Boodjar Koora Nidja Djining Noonakoort kaartdijin wangkiny, maam, gnarnk and boordier Nidja Whadjul kura kura.

We acknowledge and pay our respects to the traditional custodians of this land, the Whadjuk people of the Noongar nation and their Elders past and present.

Our Guiding Values



Disclaimer

The City of South Perth disclaims any liability for any loss arising from any person or body relying on any statement, discussion, recommendation or decision made during this meeting.

Where an application for an approval, a licence or the like is discussed or determined during this meeting, the City warns that neither the applicant, nor any other person or body, should rely upon that discussion or determination until written notice of either an approval and the conditions which relate to it, or the refusal of the application has been issued by the City.

Contents

1.	DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS	5
2.	DISCLAIMER	5
3.	ANNOUNCEMENTS FROM THE PRESIDING MEMBER	5
4.	ATTENDANCE	5
4.1	APOLOGIES	5
4.2	APPROVED LEAVE OF ABSENCE	5
5.	DECLARATIONS OF INTEREST	5
6.	PUBLIC QUESTION TIME	5
6.1	RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE	5
6.2	PUBLIC QUESTION TIME: 23 JUNE 2020	5
7.	CONFIRMATION OF MINUTES AND TABLING OF NOTES OF BRIEFINGS	5
7.1	MINUTES	5
7.1.1	Ordinary Council Meeting Held: 26 May 2020	5
7.2	CONCEPT BRIEFINGS	6
7.2.1	Council Agenda Briefing - 16 June 2020	6
7.2.2	Concept Briefings and Workshops	6
8.	PRESENTATIONS	6
8.1	PETITIONS	6
8.2	GIFTS / AWARDS PRESENTED TO COUNCIL	6
8.3	DEPUTATIONS	6
8.4	COUNCIL DELEGATES REPORTS	6
8.5	CONFERENCE DELEGATES REPORTS	6
9.	METHOD OF DEALING WITH AGENDA BUSINESS	6
10.	REPORTS	7
10.1	STRATEGIC DIRECTION 1: COMMUNITY	7
10.1.1	Tender 4/2020 Provision of Building Services (Collier Park Village)	7
10.1.2	Public Health Plan	10

10.4 STRATEGIC DIRECTION 4: LEADERSHIP	13
10.4.1 Listing of Payments - May 2020	13
10.4.2 Monthly Financial Statements - May 2020	16
10.4.3 Corporate Business Plan 2020-2024	19
10.4.4 Adoption of the Annual Budget 2020/21	24
10.7 MATTERS REFERRED FROM COMMITTEE MEETINGS	35
10.7.1 Internal Audit Report - Cash Handling	35
10.7.2 Audit Register - Progress Report	37
10.7.3 Risk Management Update	39
10.7.4 Review of Policy P613 Capitalisation & Valuation of Fixed Assets	42
11. APPLICATIONS FOR LEAVE OF ABSENCE	44
12. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	44
12.1 NOTICE OF MOTION - COUNCILLOR MARY CHOY - POLICY P402 ALFRESCO DINING	44
12.2 NOTICE OF MOTION - COUNCILLOR CARL CELEDIN - AUDIT, RISK AND GOVERNANCE COMMITTEE NOMINATION	47
13. QUESTIONS FROM MEMBERS	49
13.2 QUESTIONS FROM MEMBERS: 23 JUNE 2020	49
14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	49
15. MEETING CLOSED TO THE PUBLIC	49
15.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED	50
15.1.1 Bank Guarantee Variation Request	50
15.1.2 Chief Executive Officer's Employment	50
16. CLOSURE	50

Ordinary Council Meeting - Agenda

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2. DISCLAIMER

3. ANNOUNCEMENTS FROM THE PRESIDING MEMBER

4. ATTENDANCE

4.1 APOLOGIES

4.2 APPROVED LEAVE OF ABSENCE

5. DECLARATIONS OF INTEREST

- Councillor André Brender-A-Brandis – Impartiality Interest in relation to Item 15.1.2 as he has worked with the CEO and knows the CEO.
- Chief Executive Officer, Geoff Glass – Financial Interest in relation to Item 15.1.2 as the report relates to his contract of employment.

6. PUBLIC QUESTION TIME

6.1 RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil.

6.2 PUBLIC QUESTION TIME: 23 JUNE 2020

7. CONFIRMATION OF MINUTES AND TABLING OF NOTES OF BRIEFINGS

7.1 MINUTES

7.1.1 Ordinary Council Meeting Held: 26 May 2020

Officer Recommendation

That the Minutes of the Ordinary Council Meeting held 26 May 2020 be taken as read and confirmed as a true and correct record.

7.2 CONCEPT BRIEFINGS

7.2.1 Council Agenda Briefing - 16 June 2020

Officers of the City presented background information and answered questions on Items to be considered at the 23 June 2020 Ordinary Council Meeting at the Council Agenda Briefing held 16 June 2020.

Attachments

7.2.1 (a): Council Agenda Briefing 16 June 2020 - Notes

7.2.2 Concept Briefings and Workshops

Officers of the City and/or Consultants provided Councillors with an overview of the following matters at Concept Briefings and Workshops:

Date	Subject
23 May 2020	Swan Habitat Project Site Visit
2 June 2020	Plan drives Budget – Workshop 4
8 June 2020	Public Health Plan Briefing
	Business Unit Briefing – Communications and Media

Officer Recommendation

That Council notes the following Council Briefings/Workshops were held:

- 7.2.1 Council Agenda Briefing - 16 June 2020
- 7.2.2 Concept Briefings and Workshops

8. PRESENTATIONS

8.1 PETITIONS

Nil

8.2 GIFTS / AWARDS PRESENTED TO COUNCIL

- Australian Workplace Health & Safety Awards

8.3 DEPUTATIONS

There were no deputations heard at the Council Agenda Briefing held 16 June 2020.

8.4 COUNCIL DELEGATES REPORTS

8.5 CONFERENCE DELEGATES REPORTS

9. METHOD OF DEALING WITH AGENDA BUSINESS

10. REPORTS

10.1 STRATEGIC DIRECTION 1: COMMUNITY

10.1.1 Tender 4/2020 Provision of Building Services (Collier Park Village)

Location:	Collier Park Village Retirement Complex
Ward:	Not Applicable
Applicant:	Not Applicable
File Reference:	D-20-43647
Meeting Date:	23 June 2020
Author(s):	Genevieve Mack, Collier Park Village Coordinator
Reporting Officer(s):	Vicki Lummer, Director Development and Community Services
Strategic Direction:	Community: A diverse, connected, safe and engaged community
Council Strategy:	1.2 Community Infrastructure

Summary

This report considers submissions received from the advertising of Tender 4/2020 for the Provision of Building Services.

This report will outline the assessment process used during evaluation of the tenders received and recommend approval of the tender that provides the best value for money and level of service to the City.

Officer Recommendation

That Council:

1. Accepts the tender submitted by Oban Group for the Provision of Building Services in accordance with Tender Number 4/2020 for the period of supply up to three years with the option to extend for an additional two years at the City's discretion;
2. Accepts the tender price included in **Confidential Attachment (a)**; and
3. Notes that tender price will be included in the Ordinary Council Meeting Minutes.

Background

A Request for Tender (RFT) 4/2020 for the Provision of Building Services was advertised in The West Australian on Saturday 22 February 2020 and closed at 2:00pm on Tuesday 24 March 2020.

The provision of building services within the Collier Park Village facilitates the planned, emergency and reactive maintenance services of the City's infrastructure contained at the Collier Park Village, including 169 independent living units, communal areas, Community Centre and Workshop. These services were categorised as general maintenance, painting, tiling, cabinetry, paving and roofing.

The City typically incurs costs to the approximate value of \$300,000 annually in association with the procurement of these services. The estimated value of the contract over a five year period is approximately \$1.5 million and therefore requires the establishment of a service supply contract via public tender in compliance with the City's Policy P605 Purchasing.

Tenders were invited as a Schedule of Rates. The contract is for a period of three years with the option of a further two years at the City's complete discretion.

Comment

At the close of the tender advertising period 15 submissions had been received and these are tabled below:

TABLE A – Tender Submissions

Tender Submissions	
1.	AWB Building Co.
2.	Arden Group
3.	Bayside Australia Pty Ltd
4.	Brian Gregson Management (Non-conforming)
5.	BYTE Construction Pty Ltd
6.	Devco Holdings Pty Ltd
7.	JDS Building Maintenance Services
8.	Marawar
9.	Oban Group
10.	Prime Facie Painting
11.	Programmed Property Services
12.	Prostruct Pty Ltd
13.	Prova Construction Pty Ltd
14.	Uban Building Group
15.	Walcott Industries Pty Ltd

During the initial tender compliance check, one tender was assessed as non-conforming and consequently did not proceed to qualitative assessment. The conforming tenders were subsequently assessed by an Evaluation Panel in accordance with the qualitative criteria detailed in the RFT. The qualitative criteria and relative weighting are described in Table B below.

TABLE B - Qualitative Criteria

Qualitative Criteria	Weighting %
1. Relevant Experience	40%
2. Key Personnel, Skills and Resources	30%
3. Demonstrated Understanding	30%
Total	100%

Based on the assessment of all submissions received for Tender 4/2020 Provision of Building Services, it is recommended that the tender submission from Oban Group be accepted by Council.

More detailed information about the assessment process can be found in the Recommendation Report – **Confidential Attachment (a)**.

Consultation

Public tenders were invited in accordance with the *Local Government Act 1995* (the Act).

Policy and Legislative Implications

Section 3.57 of the Act requires a local government to call tenders. Part 4 of the Local Government (Functions and General) Regulations 1996 requires a tender to be called when the expected value is likely to exceed \$250,000.

The following Council Policies also apply:

- Policy P605 - Purchasing and Invoice Approval
- Policy P607 -Tenders and Expressions of Interest

Financial Implications

Funding to facilitate the delivery of the works provided via this service contract are included in the Collier Park Village 2019/2020 operating budget. Similar funding is anticipated for the period of the contract.

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2020-2030](#):

Strategic Direction:	Community
Aspiration:	A diverse, connected, safe and engaged community
Outcome:	Community Infrastructure
Strategy:	Manage the provision, use and development of the City's properties, assets and facilities

Attachments

10.1.1 (a): Recommendation Report (*Confidential*)

10.1.2 Public Health Plan

Location:	Not Applicable
Ward:	Not Applicable
Applicant:	Not Applicable
File Ref:	D-20-43648
Meeting Date:	23 June 2020
Author(s):	Fiona Mullen, Manager Development Services Ceri Foster, Environmental Health Officer
Reporting Officer(s):	Vicki Lummer, Director Development and Community Services
Strategic Direction:	Community: A diverse, connected, safe and engaged community
Council Strategy:	1.1 Culture & Community

Summary

This report considers the introduction of the City of South Perth draft Public Health Plan that seeks to:

1. Report on the current health status of the community and identifies areas where the City can contribute to improvements of health outcomes for the community and visitors;
2. Partner with other organizations and institutions to improve the health and well-being of the community; and
3. Deliver programs that address health concerns and reduces the burden of chronic disease.

Officer Recommendation

That Council:

1. Resolves to endorse the City of South Perth draft Public Health Plan as set out in **Attachment (a)**;
2. Publically advertises the draft Public Health Plan for a period of not less than 21 days; and
3. Following completion of the public comment period, receives a further report detailing the outcomes of the public comment period, including any submissions received, for consideration.

Background

A Sustainable Health Review was announced by the Government of Western Australia in 2017 to develop a more sustainable health system for Western Australia. It included a number of strategies and recommendations which included halting the rise in obesity in WA, reducing harmful alcohol use, reducing inequity in health outcomes and access to care for vulnerable groups such as Aboriginal people, culturally and linguistically diverse people and people living in low socio-economic conditions.

This first draft Public Health Plan is a guide for the City to integrate a public health focus into existing services and facilities and future public health initiatives.

Comment

The City is committed to improving the health and well-being of its community. This first draft Public Health Plan of the City (the draft Plan) is a guide for the City to integrate a public health focus into existing services and facilities and future public health initiatives.

The draft Plan has been informed by data from State Government, the East Metropolitan Health Service and feedback gathered from the community and stakeholders during the engagement period undertaken in November -December 2019. During this period the community and stakeholders were invited to give their feedback on areas identified as public health priorities in the State Plan and community health profile data to determine perceived areas of concern. The community and stakeholders were also asked to rank the importance of what services/infrastructure the City offered in relation to maintaining public health, and invited to share their most important public health concerns. From this information the draft Plan identifies key priority areas where the City can assist community and stakeholders towards better health and wellbeing by developing Key Action Areas.

The following three Key Action Areas are therefore a reflection of the health status of our community, issues raised during the stakeholder engagement process and the State Public Health Plan:

- Public Health Protection
- Chronic health
- Mental health

The City's engagement overview report is set out in **Attachment (b)**.

The draft Plan is a broad community wide approach which endeavours to work towards better health outcomes of the City. However, it is acknowledged that a number of risk factors can contribute to poorer health outcomes such as low financial security, unemployment and homelessness which can lead to decreased health status. Similarly those living with a disability and minority groups may also encounter barriers to achieving good health. The City engages in a number of ways to address some of these factors such as service delivery through our senior citizen centres, libraries and in partnerships with local groups and clubs.

Part of the City's vision for the future as articulated in the Strategic Community Plan (2020-2030) includes planning for a new Recreational and Aquatic Facility (RAF) with an explicit focus on improving health outcomes through preventative health activities. The proposed RAF will provide an integrated model of health and deliver a range of exercise and wellness programs. In addition, the RAF will include a wide range of sporting and recreational activities such as swimming, golf and playing courts. The City is actively developing partnerships with key stakeholders to deliver this objective.

The draft Plan adopts a long term population based preventative health focus to assist people to stay healthier for longer.

Consultation

Should Council resolve to endorse the draft Plan it will be publically advertised for a period of at least 21 days.

At the completion of the public advertising period, a further report will be presented to Council with recommendations incorporating any comments received during the advertising period.

Policy and Legislative Implications

Part 5 of the *Public Health Act 2016* requires local governments to prepare a Public Health Plan by 2021.

Financial Implications

The implementation of the community wide preventative health approach advocated within the draft Public Health Plan will result in financial implications across a number of service areas.

The cost of implementation in the first year would equate to approximately \$10,000 which is included in the 2020/21 budget process.

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2020-2030](#):

Strategic Direction:	Community
Aspiration:	A diverse, connected, safe and engaged community
Outcome:	Culture and Community
Strategy:	Encourage and educate the community to embrace sustainable and healthy lifestyles

Attachments

10.1.2 (a):	Public Health Plan
10.1.2 (b):	Stakeholder Engagement Overview Report

10.4 STRATEGIC DIRECTION 4: LEADERSHIP

10.4.1 Listing of Payments - May 2020

Location:	Not Applicable
Ward:	Not Applicable
Applicant:	Not Applicable
File Ref:	D-20-43650
Meeting Date:	23 June 2020
Author(s):	Abrie Lacock, Manager Finance
Reporting Officer(s):	Colin Cameron, Director Corporate Services
Strategic Direction:	Leadership: A visionary and influential local government
Council Strategy:	4.3 Good Governance

Summary

This report presents to Council a list of accounts paid under delegated authority between 1 May 2020 and 31 May 2020 for information. During the reporting period, the City made the following payments:

EFT Payments to Creditors	(406)	\$3,764,753.21
Cheque Payment to Creditors	(2)	\$1,105.65
Total Monthly Payments to Creditors	(408)	\$3,765,858.86
EFT Payments to Non-Creditors	(76)	\$107,663.40
Cheque Payments to Non-Creditors	(21)	\$10,907.42
Total EFT & Cheque Payments	(505)	\$3,884,429.68
Credit Card Payments	(7)	\$8,860.87
Total Payments	(512)	\$3,893,290.55

Officer Recommendation

That Council receives the Listing of Payments for the month of May 2020 as detailed in **Attachment (a)**.

Background

Regulation 11 of the Local Government (Financial Management) Regulations 1996 requires the development of procedures to ensure the approval and authorisation of accounts for payment. These controls are documented in Policy P605 - Purchasing and Invoice Approval and Delegation DM605 sets the authorised purchasing approval limits.

After an invoice has been matched to a correct Goods Receipt Note in the financial system, payment to the relevant party must be made and the transaction recorded in the City's financial records. Payments in the attached listing are supported by vouchers and invoices.

Comment

A list of payments made during the reporting period is prepared and presented to the next ordinary meeting of Council and recorded in the minutes of that meeting. The payment listing for May 2020 is included at **Attachment (a)**.

It is important to acknowledge that the presentation of this list of payments is for information purposes only as part of the responsible discharge of accountability.

In accordance with the Council resolution on 26 March 2019, the attached report includes a "Description" for each payment. Officers provide a public disclaimer in that the information contained within the "Description" is unlikely to accurately describe the full nature of each payment. In addition, officers have used best endeavours to redact (in black) information of a private or confidential nature.

The report records payments classified as:

- **Creditor Payments**

These include payments by both cheque and EFT to regular suppliers with whom the City transacts business. The reference number represent a batch number of each payment.

- **Non Creditor Payments**

These one-off payments that include both cheque and EFT are made to individuals / suppliers who are not listed as regular suppliers. The reference number represent a batch number of each payment.

- **Credit Card Payments**

Credit card payments are now processed in the Technology One Finance System as a creditor payment and treated as an EFT payment when the bank account is direct debited at the beginning of the following month.

Details of payments made by direct credit to employee bank accounts in accordance with contracts of employment are not provided in this report for privacy reasons nor are payments of bank fees such as merchant service fees which are directly debited from the City's bank account in accordance with the agreed fee schedules under the contract for provision of banking services.

Consultation

Nil.

Policy and Legislative Implications

Regulation 11 of the Local Government (Financial Management) Regulations 1996.
Policy P605 - Purchasing and Invoice Approval and Delegation DM605.

Financial Implications

The payment of authorised amounts is within existing budget provisions.

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2020-2030](#):

Strategic Direction:	Leadership
Aspiration:	A visionary and influential local government
Outcome:	Good governance
Strategy:	Foster effective governance through quality decision-making

Attachments

10.4.1 (a): Listing of Payments May 2020

10.4.2 Monthly Financial Statements - May 2020

Location:	Not Applicable
Ward:	Not Applicable
Applicant:	Not Applicable
File Ref:	D-20-43651
Meeting Date:	23 June 2020
Author(s):	Abrie Lacock, Manager Finance
Reporting Officer(s):	Colin Cameron, Director Corporate Services
Strategic Direction:	Leadership: A visionary and influential local government
Council Strategy:	4.3 Good Governance

Summary

The monthly Financial Statements are provided within **Attachments (a)–(i)**, with high level analysis contained in the comments of this report. The commencement of new accounting software (1System Project) on 1 July 2019, required all reports to be recreated. Report refinement is an ongoing task.

Officer Recommendation

That Council notes the Financial Statements and report for the month ended 31 May 2020.

Background

Regulation 34(1) of the Local Government (Financial Management) Regulations 1996, requires each local government to present a Statement of Financial Activity reporting on income and expenditure as set out in the annual budget. In addition, regulation 34(5) requires a local government to adopt a percentage or value to report on material variances between budgeted and actual results. The 2019/20 budget adopted by Council on 25 June 2019, determined the variance analysis for significant amounts of \$10,000 or 10% for the financial year. Each Financial Management Report contains the Original Budget and Revised (Adjusted) Budget, allowing comparison between the adopted budget and any budget adjustments approved by Council.

Comment

The Statement of Financial Activity, a similar report to the Rate Setting Statement, is required to be produced monthly in accordance the Local Government (Financial Management) Regulations 1996. This financial report is unique to local government drawing information from other reports to include Operating Revenue and Expenditure, Capital Income and Expenditure as well as transfers to reserves and loan funding.

Commencement with the new accounting software (1System Project) on 1 July 2019 has created some challenges as the budget was based on the Chart of Accounts within Authority, the old financial system. These budgets were loaded and reported within the Chart of Accounts in the Technology One CiAnywhere Finance System (1System Project). This results in some of the Budgets vs Actuals appearing in the reports slightly differently, report refinement is an ongoing task.

This does not affect the overall budget for each business unit, rather the detailed lines within. These budget adjustments (with nil effect) along with other budget review adjustments, was approved by Council at the Ordinary Council Meeting held 25 February 2020. The Budget Review entries have been processed, phasing was also revised during this process. In certain instances the reallocation of actual expenditure was also required, review and reallocation where appropriate is an ongoing task.

Actual income from operating activities for May year-to-date (YTD) is \$57.01m in comparison to budget of \$56.96m. Actual expenditure from operating activities for May is \$54.11m in comparison to budget of \$55.92m. The May Net Operating Position of \$2.89m was \$1.85m favourable in comparison to budget. The budget adjustment resulting from the COVID-19 measures 1 April 2020 to 30 June 2020 adopted by Council at its Special Meeting held 21 April 2020 has been processed. The impact of COVID-19 is evident in the Revenue variances in Operating Revenue, however perhaps less than originally anticipated.

Actual Capital Revenue YTD is \$2.04m in comparison to the budget of \$3.05m. Actual Capital Expenditure YTD is \$9.98m in comparison to the budget of \$13.35m.

Cash and Investments balance is \$51.61m. This balance is reducing more noticeably as we are moving closer to the end of the financial year because the greater part of cash collection of rates revenue occurs at the beginning of the financial year and project spending peak toward the end of the financial year. COVID-19 had an impact on the Cash and Investments balance although at this stage less than had been anticipated. Consistent with previous monthly reports, Cash and Investment balance is contained within the Statement of Financial Position. In addition, further detail is included in a non-statutory report (All Council Funds).

The City holds a portion of its funds in financial institutions that do not invest in fossil fuels. Investment in this market segment is contingent upon all of the other investment criteria of Policy P603 Investment of Surplus Funds being met. Currently the City holds 27.24% of its investments in institutions that do not provide fossil fuel lending. The Summary of Cash Investments illustrates the percentage invested in each of the non-fossil fuel institutions and the short term credit rating provided by Standard & Poors for each of the institutions.

Consultation

Nil.

Policy and Legislative Implications

This report is in accordance with the requirements of the Section 6.4 of the *Local Government Act 1995* and regulations 34 and 35 of the Local Government (Financial Management) Regulations 1996.

Financial Implications

The preparation of the monthly financial reports occurs from the resources provided in the annual budget.

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2020-2030](#):

Strategic Direction:	Leadership
Aspiration:	A visionary and influential local government
Outcome:	Good governance
Strategy:	Foster effective governance through quality decision-making

Attachments

10.4.2 (a):	Statement of Financial Position
10.4.2 (b):	Statement of Change in Equity
10.4.2 (c):	Statement of Financial Activity
10.4.2 (d):	Operating Revenue & Expenditure
10.4.2 (e):	Significant Variance Analysis
10.4.2 (f):	Capital Revenue & Expenditure
10.4.2 (g):	Statement of Council Funds
10.4.2 (h):	Summary of Cash Investments
10.4.2 (i):	Statement of Major Debtor Categories

10.4.3 Corporate Business Plan 2020-2024

Location:	Not Applicable
Ward:	Not Applicable
Applicant:	Not Applicable
File Ref:	D-20-43652
Meeting Date:	23 June 2020
Author(s):	Leah Horton, Business Improvement Coordinator
Reporting Officer(s):	Colin Cameron, Director Corporate Services
Strategic Direction:	Leadership: A visionary and influential local government
Council Strategy:	4.3 Good Governance

Summary

The purpose of this report is to provide an overview of the content and creation of the Corporate Business Plan 2020-2024 and seeks adoption of the plan.

Officer Recommendation

That Council adopts the Corporate Business Plan 2020-2024 as contained in **Attachment (a)**.

Absolute Majority required

Background

In accordance with the *Local Government Act 1995* (the Act) and the Local Government (Administration) Regulations 1996 (the regulations), the City of South Perth (the City) has developed an Integrated Planning and Reporting Framework (IPRF). The objective of this framework is to guide our planning and reporting processes to ensure alignment to, and delivery of the community's expectations.

Section 5.56(1) of the Act states that a local government is to have a "plan for the future", and s5.56(2) states that the plans are to be made "in accordance with any regulations made about planning for the future". The regulations then prescribe these plans to be a Strategic Community Plan (SCP) and a Corporate Business Plan (CBP) through Division 3, 19C and 19DA respectively. The detailed requirements of such plans are detailed within the regulations, framework and guidelines.

The SCP is the overarching 10 year plan for the City that sets out the vision, aspirations and objectives of the community. The CBP is the City's four year action plan that sets out the priorities by reference to operations that are within the capacity of the City's resources for delivery of the objectives and aspirations of the community, as contained within the SCP.

It is a requirement of the Act that the City undertake a minor review of the SCP every two years with a major review to be completed every four years. The City's first SCP 2013-2023 was adopted by Council in December 2012, with a minor review completed in July 2015 (SCP 2015-2025). The major review resulted in the adoption of the SCP 2017-2027 in September 2017.

The City recently completed a minor review of the SCP 2017-2027, producing the SCP 2020-2030 which was endorsed by Council at its meeting held 26 May 2020. This report has been prepared for Council to adopt an updated CBP 2020-2024.

Comment

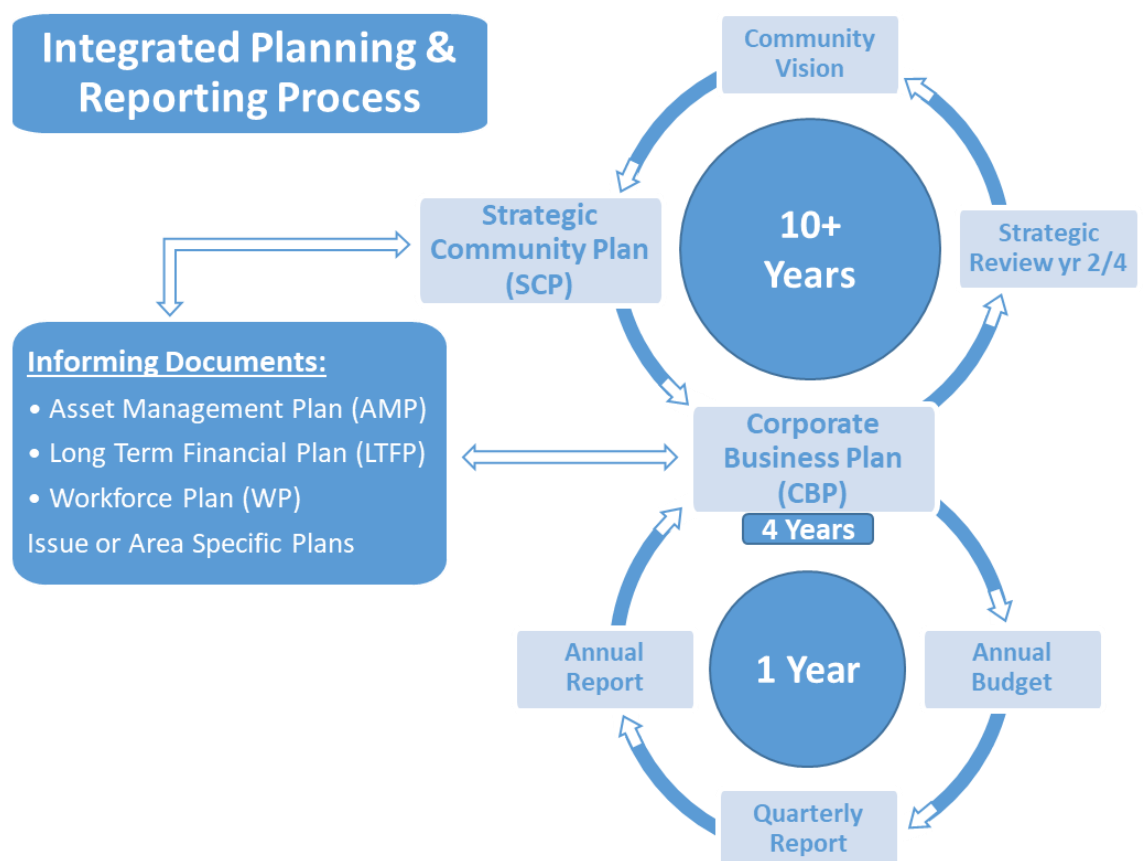
The SCP is the starting point of the IPRF. It is a long term, overarching strategy document that outlines the community's aspirations and priorities for the future and sets out the key strategies required to achieve these.

Once the SCP is adopted, a CBP should be developed and adopted that articulates how and when things will be undertaken to deliver on the Community Vision as articulated in the SCP. The CBP outlines in detail the projects, services, actions, operations and performance measurements required to ensure delivery of the SCP.

The IPRF is the overarching framework that encompasses both the SCP and CBP and the suite of strategic and operational informing documents; such as the Long Term Financial Plan (LTFP), that the City is required by legislation to prepare with the involvement of the community.

Ideally, the first year of the LTFP informs the Annual Budget adoption, with financial reporting monthly to Council and quarterly reporting of progress against the CBP. The Annual Report then provides both commentary and financial information to describe the annual progress relating to the CBP in response to the SCP.

The diagram below shows how all of the elements of the IPRF fit together to deliver and report on Council priorities which are informed by the community vision and aspirations.



The SCP 2020-2030 was endorsed by Council at its meeting held 26 May 2020 following a minor review on the previous plan that had commenced in late 2019. In anticipation of the new SCP, a CBP was drafted simultaneously to ensure that upon SCP endorsement the City would be able to subsequently follow with the operational planned response.

The CBP provides an overview of the organisation's plans over a four year period, in order to deliver on the SCP. It provides insight into the structure of the organisation, the planning framework and how the CBP fits into the various other plans and strategies that the City produces. Aligned to the SCP, the purpose of the CBP is to articulate priorities, aspirations and objectives from "what" the City wants to do, into a "how" the City is going to do it. The CBP can be considered the City's project and service delivery plan by outlining such in detail along with the actions, operations, resources and performance measures that are required to deliver on the priorities identified in the SCP.

Prior to initiating a draft document, a thorough review of previous CBP documents, both of the City of South Perth and other local governments was completed to consider best practice in layout and content. The legislative requirements and the City's various other integrated documents, such as the Annual Report, Workforce Plan and Community Facilities Plan were also reviewed to ensure that the plan was integrated and current.

In drafting the CBP, the structure was set out with the intent of being simple yet sophisticated, meeting the City's legislative requirements, but providing enough information and detail so that the plan is robust enough for success to be measured against. The draft structure was presented to Council at the Plan Drives Budget – Workshop II (07/04/2020) and Workshop IV (02/06/2020). The draft is aligned to the SCP 2020-2030, with all Strategies listed against the four Strategic Directions; Community, Economy, Environment (Built and Natural) and Leadership, responded to through detailing delivery across three main aspects:

1. **Planned Actions:** A detailed listing of the 88 projects and initiatives annual actions that are planned for each year, mapped out over the four year period
2. **Enabling Services:** A listing of the 285 services and programs provided by each business unit to support delivery of strategies through our daily operations
3. **Measures of Success:** A breakdown of the 67 key performance indicators (KPI's) that will be used to measure progress at regular intervals against the strategies.

The draft CBP provided an outline and suggestions around possible annual actions, service detail and proposed measures of success for each Strategy. Following the 26 May 2020 SCP 2020-2030 endorsement by Council, the CBP draft was edited accordingly, amending the alignment of certain strategies with the endorsed plan.

Planned Actions

The foundation of the CBP was built from the business unit plans that exist for each business unit within the organisational structure. These business unit plans list the operational and corporate actions that the applicable area is focusing on for a financial year, with actions aligned to a relevant strategy from the SCP. As the business unit plans are focused on delivery over a one year period, the CBP actions were mapped out over a further three years, with the action wording being changed appropriately to identify what is planned for delivery each year, if the action was continuing across multiple years.

Throughout this process, the implications of the COVID-19 pandemic were increasing and therefore further work was undertaken to ensure that specific actions relating to the City's response were included in the four year mapping, changing from a response and development of action in the first year, to a monitoring and review action in the subsequent years. Where a specific project/initiative is planned for completion, the project close date is implied as being the last year with planned actions detailed.

The planned actions are sorted alphabetically against each Strategy, with the applicable directorate and business unit assigned to each. The methodology shows, at a high level, what the City is doing to ensure delivery of each strategy within the SCP, each year for four years. The planned actions will be reviewed annually and rolled-over to extend the term by a further 12 months.

Enabling Services

The City does more to deliver the SCP than what is detailed through the Corporate Planned actions outlined in the first section. There are multiple services and programs that are provided to the community at an operational level that support delivery of the SCP strategies, objectives and strategic directions. The CBP details such services and programs at a business unit/service level.

The services and programs provided by each business unit that enable and support the delivery of strategies under each strategic direction from the SCP are detailed through an alphabetised bullet point list. The majority of business units detail service provision across more than one strategic direction such as Development Services which provides services for all four strategic directions.

The service list and mapping against strategies was completed through reviewing previous business unit plans and meeting with managers to ensure completeness, accuracy and mapping confirmation. A large part of the service list mapping was dedicated to obtaining a consistent level of service detail across each business unit, so that the services listing of each business unit were comparable to another.

Measures of Success

To ensure that the CBP plays a major role in the execution of the SCP, performance metrics for each strategy are indicated in the plan.

For each of the four strategic directions, the key performance indicators (KPI's) that will be used to measure progress against each strategy are detailed in table format. Each measure of success is detailed through three elements:

1. Operational key performance indicators: A summary of the KPI, the objective
2. KPI description: What data will be measured, the formula to calculate success
3. Performance measure: The specific target that will indicate success.

In the creation of KPI's, the objective was to provide measurable, meaningful and robust performance indicators, metrics that were within the control of the responsible business unit and that were the most predictive of success in delivering the applicable strategy from the SCP. Wherever possible, indicators and benchmark standards that are currently used in existing plans or for statutory reporting (such as financial health indicators) were used to ensure consistency across City reporting and to streamline reporting.

The measures of success found within the CBP can now be integrated into applicable informing plans and reporting documents such as the Annual Report.

Furthermore it is important to consider the 25 May 2020 decision by Council to begin the next SCP in the 2020/21 financial year.

Consultation

Nil

Policy and Legislative Implications

Local Government Act 1995

Local Government (Administration) Regulations 1996

Financial Implications

The CBP 2020-2024 will help guide the City's financial planning, including the 10 year LTFP and Annual Budgets.

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2020-2030](#):

Strategic Direction:	Leadership
Aspiration:	A visionary and influential local government
Outcome:	Good governance
Strategy:	Foster effective governance through quality decision-making

Attachments

10.4.3 (a): Corporate Business Plan 2020-2024

10.4.4 Adoption of the Annual Budget 2020/21

Location:	Not Applicable
Ward:	Not Applicable
Applicant:	Not Applicable
File Ref:	D-20-43654
Meeting Date:	23 June 2020
Author(s):	Abrie Lacock, Manager Finance
Reporting Officer(s):	Colin Cameron, Director Corporate Services
Strategic Direction:	Leadership: A visionary and influential local government
Council Strategy:	4.3 Good Governance

Summary

This report presents the Draft Annual Budget 2020/21, as attached, for adoption by Council.

Officer Recommendation

That Council adopts the Annual Budget 2020/21 for the City of South Perth which includes the following:

- a. a General Rate in the Dollar of 7.7634 cents is applied to the Gross Rental Value (GRV) of all rateable property within the City for the year ending 30 June 2021;
- b. a Minimum Rate of \$994.00 be set for the year ending 30 June 2021 notwithstanding the General Rate set out in part (a) above;
- c. the following rubbish service charges be applied for the year ending 30 June 2021:
 - i. a standard Rubbish Service Charge of \$325.00;
 - ii. a non-rateable property Rubbish Service Charge of \$448.00;
 - iii. a standard 1,100 litre bin Rubbish Service Charge of \$1,625.00;
 - iv. a non-rateable property 1,100 litre bin Rubbish Service Charge of \$2,240.00;
- d. the Swimming Pool Inspection Fee for the year ending 30 June 2021 of \$30.00;
- e. the following dates be set for payment of rates by instalments:

First instalment	26 August 2020
Second instalment	4 November 2020
Third instalment	6 January 2021
Fourth instalment	10 March 2021
- f. an Administration Charge of \$10.00 per instalment for payment of rates by instalments be applied to the second, third and fourth instalment in accordance with Section 6.45(3) and (4) of the *Local Government Act 1995* and Regulation 67 of the Local Government (Financial Management) Regulations 1996;

- g. an Interest Rate of 5.5% be imposed on payment by instalments, to apply to the second, third and fourth instalment in accordance with Section 6.45(3) of the *Local Government Act 1995* and Regulation 68 of the Local Government (Financial Management) Regulations 1996;
- h. an Interest Rate of 8% be imposed on overdue rates in accordance with Section 6.51(1) of the *Local Government Act 1995* and Regulation 70 of the Local Government (Financial Management) Regulations 1996;
- i. an Interest Rate of 8% be imposed on unpaid Underground Power (UGP) Service Charges in accordance with Section 6.51(1) of the *Local Government Act 1995* and Regulation 70 of the Local Government (Financial Management) Regulations 1996;
- j. an Interest Rate of 8% be imposed on outstanding debtors in accordance with Section 6.13(1) of the *Local Government Act 1995*.
- k. a Monthly Maintenance Fee of \$440.00 (treated as 'Input Taxed' for the purposes of the GST) is applied to all units in the Collier Park Village for the period from July 2020 to June 2021 inclusive;
- l. the Statutory Annual Budget for the year ending 30 June 2021 comprising Section 2 of the 2020/21 Annual Budget as distributed with this Agenda and tabled at this meeting, be adopted;
- m. the Management Account Summary Budget Schedules for the financial year ending 30 June 2021 as set out in Section 3 of the Annual Budget be endorsed;
- n. the Capital Expenditure Budget for the financial year ending 30 June 2021 as set out in Section 2, Note 4 of the Annual Budget is adopted;
- o. the Reserve Fund transfers for the financial year ending 30 June 2021 as set out in Section 2, Note 7 of the Annual Budget be approved;
- p. the Schedule of Fees and Charges as set out in the Fees and Charges Schedule for the year ending 30 June 2021 be adopted, including State Government Statutory Fees which are still to be determined at a later date than this Report;
- q. the effective date for all items detailed in the 2020/21 Schedule of Fees and Charges is 1 July 2020.
- r. Council adopt a definition of 'significant (material) variances' of \$10,000 or 10% (whichever is the greater) for each capital project and business unit operating revenue and expenditure line item.
- s. In addition to the measures contained within this budget, the following are the specific measures to continue the City's response to COVID-19:
 - i. Waiver of all interest accrued on Rates, Emergency Services Levy (ESL) and Waste from 1 July 2020 to 30 September 2020, for residential and commercial properties in accordance with Policy P697 Financial Hardship Assistance;
 - ii. Suspension of debt collection activities for the 2020/21 financial year;

- iii. Granting a 3 month repayment holiday, with no penalty interest, for all community group Self Supporting Loans from 1 July 2020 to 30 September 2020;
- iv. Waiver of club and community organisations lease and licence charges, excluding outgoings for 3 months from 1 July 2020 to 30 September 2020;
- v. Waiver of licence fees on a pro-rata basis for businesses affected by the WA State Government Closure and Restriction (Limit the Spread) Directions;
- vi. Freezing commercial property lease and licence payments for those that apply and are deemed eligible under Policy P697 Financial Hardship Assistance for a period of three months from 1 July 2020 to 30 September 2020;
- vii. Freezing all rent reviews for a period of three months from 1 July 2020 to 30 September 2020;
- viii. Provide relief in accordance with the Commercial Tenancies Code of Conduct and Policy P697 Financial Hardship Assistance;
- ix. Endorse the refund of all cancelled bookings at City controlled properties and facilities;
- x. Adopt the grant programs contained in this budget to support community sporting and cultural groups;
- xi. Adopt the funding for preparation of an Economic Development Plan to provide a framework for practical support to assist the recovery of the local business sector.

Absolute Majority required

Background

The preparation of the Annual Budget is both a statutory requirement of the *Local Government Act 1995* and a responsible financial management practice. The development of the budget has been influenced by the City's Strategic Community Plan (SCP), Corporate Business Plan (CBP) and Long Term Financial Plan (LTFP) - as well as the prevailing economic climate, which has been substantially impacted by COVID-19. The Annual Budget has been prepared in accordance with the requirements of Part 3 of the Local Government (Financial Management) Regulations 1996.

Comment

In framing the Annual Budget 2020/21, the City considered the current economic environment and the impact of COVID-19, the updated Strategic Community Plan 2020-2030 (SCP) adopted in May 2020 and the Draft Corporate Business Plan 2020-2024 to be considered for adoption at this meeting.

The need to continue to deliver quality services to the community remains a priority with the City conscious of community expectations in relation to household budgets. Acknowledging some of our ratepayers are experiencing financial hardship, Council adopted Policy P697 Financial Hardship Assistance and other measures contained in the City of South Perth Local Community Response and Relief Package. These measures are contained within the Annual Budget 2020/21.

The COVID-19 pandemic, a world health crisis first and foremost, translating into a world economic crisis, has required unprecedented response from all levels of government. The Australian, Western Australian and WA Local Government sectors have played a significant role in supporting communities, likely to be considered world best practice.

However, there is still uncertainty in terms of both the health and economic issues. Whilst optimism has grown in the past few months, a second or third wave (COVID-19) may result in further setbacks that require support. Therefore, the City will continue to monitor and respond appropriately, as it has up to this point.

Developing an annual budget during a once in 100 year event has been challenging and was considered in the context of the preceding years. The 2016/17 Annual Report described the impact of the downturn in the WA economy on the City finances, particularly relating to the flattening of revenue streams and increased expenditure pressure. A program commenced during the 2017/18 financial year to improve the results at each half year review and Annual Budget. The emphasis was to increase non rate revenue and reduce operating expenditure, thereby increasing our ability to improve and maintain the \$791m worth of community assets in order to deliver on the City vision: A City of active places and beautiful spaces.

Despite significant challenges, the City has made good progress on the continuous improvement journey. Had the City not undertaken these measures, the response to COVID-19 would have been more challenging from a fiscal perspective.

In terms of Revenue, as with most local governments across Australia, rates form the largest component of the Budget. At its Special Council Meeting held 21 April 2020 Council resolved to consider implementing a 0% rate increase (average). A resident asked the question about the word 'consider' why can't the Council just adopt a 0% rate increase (average)? Essentially Council was not able to adopt a 0% rate increase as in accordance with the *Local Government Act 1995*, the Annual Budget can be only be adopted between the months of June to August.

Each year Council considers an appropriate Rate to cover the changes in costs, usually increases. For the Annual Budget 2019/20 rate increase, Council adopted the March Consumer Price Index (CPI) of 1.0%. CPI is based on a basket of household goods and services calculated by the Australian Bureau of Statistics (ABS) and released quarterly. For the Annual Budget 2018/19, Council adopted the Local Government Cost Index (LGCI) of 1.6%. LGCI is calculated by the Western Australian Local Government Association (WALGA), using a weighted number ABS Index to represent a local government basket of goods and services. The March 2020 CPI for Perth was 2.1%, this would equate to an additional \$800k (approx.) of Rate revenue to cover increased costs. As yet the March 2020 LGCI has not been released by WALGA.

However, in accordance with the Council Resolution of 21 April 2020, the City has prepared the Annual Budget 2020/21 with a **0%** rate increase (average). In a non-revaluation year, this would result in the rates issued to be the same as the previous year. However, every three years a Gross Rental Value (GRV) revaluation occurs which alters almost every rate notice. The impact of the revaluation is explained in more detail below, under the heading “Rates” and “Emergency Services Levy”. It is noted that the vast majority of the Rate Notices issued will result in the same or lower amount than 2019/20.

The second largest revenue component is the waste service charge operating with a reserve account to ensure the service charge is aligned to the costs incurred. The Annual Budget 2020/21 is presented to Council for adoption with the same waste service charge as 2019/20, being \$325.00 for the typical household. The City’s waste service charge continues to be one of the lowest in the Metropolitan area. All other waste service charges remain the same as 2019/20.

The City’s (non-rate) revenue streams have been negatively impacted in terms of the volume/activity, as well as the impact of prices remaining the same as 2019/20. Ordinarily there would be a slight increase to some fees and charges, however for the Annual Budget 2020/21 the fees and charges remain the same, consistent with the COVID-19 measures included in the Local Community Response and Relief Package adopted by Council on 21 April 2020.

In terms of the volume/activity, parking revenue is down significantly compared to the Annual Budget 2019/20, by approximately \$1m and interest revenue has also been impacted by the lower deposit rates.

The City completed four Budget Workshops with elected members, resulting in the minor review of the Strategic Community Plan 2020-2030, adopted by Council on 26 May 2020. The workshops considered the Corporate Business Plan 2020-2024 and the Annual Budget 2020/21 that are presented for consideration at this meeting.

Overall, in terms of the Statement of Comprehensive Income, the Annual Budget 2020/21 includes Revenue (Operating) of \$56.68m, Expenses (Operating) of \$61.83m and Non-Operating Grant income of \$3.18m. Notwithstanding challenges, the City made significant progress to reduce operating expenditure by \$0.47m from the Annual Budget 2019/20. The challenge was difficult as a number of major costs have increased, in addition to issues that have previously been described such as servicing of additional infrastructure, as well as changes to Regulations requiring the City to write off all assets worth less than \$5,000.

The 2020/21 Capital Works program has a total of \$16.14m, funded from Grants/Trade-ins (\$3.49m), Reserves (\$3.69m), Loans (\$1.56m) and Municipal funds (\$8.94m).

The Rate Notice will be issued to each assessable property within the City and includes three items; Rates, Waste and the Emergency Services Levy (ESL). These are explained in more detail below.

Rates

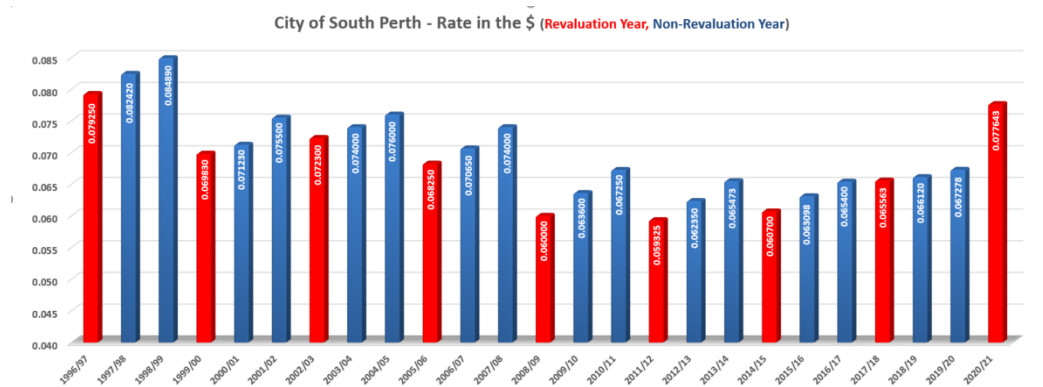
Rates are calculated by using the Gross Rental Value (GRV), provided by Landgate (a State Government agency), multiplied by the rate in the dollar adopted by Council. GRV is an estimation of the likely annual return on a property; for example a property with a \$26,000 GRV is equivalent to earning \$500 per week (\$500 x 52 weeks). Therefore the Rates calculation (GRV x Rate in \$ = Rates), in this scenario; \$26,000 (GRV) x \$0.077634 (rate in the dollar) = \$2,018.48 (Rates).

The State Government (Landgate) provide a GRV for every property and the City is required to use these valuations. Property owners may challenge a valuation, via a Landgate process. Every three years Landgate undertake a revaluation exercise, previously for the Annual Budget 2017/18 and now for the Annual Budget 2020/21. These GRV revaluations caused fluctuations, illustrated by three real examples of properties GRV that were previously \$26,000.

Property	GRV @2017	Rates 2019/20	GRV @2020	Rates 2020/21	Variance \$	%
A	\$ 26,000	\$ 1,749	\$ 15,600	\$ 1,211	-\$ 538	-31%
B	\$ 26,000	\$ 1,749	\$ 22,100	\$ 1,716	-\$ 33	-2%
C	\$ 26,000	\$ 1,749	\$ 27,560	\$ 2,140	\$ 391	22%

As depicted in the table above, two of the three properties the rates are less than last year (-31% for property A, -2% for property B) and one higher (22% for property C). Every revaluation year provides communication challenge, as the manner in which Rates and ESL are charged is difficult to explain. This year, perhaps more than other revaluation years, it will be difficult for the public to comprehend that a 0% rate increase does not equate to the same rates as last year. To avoid this confusion, the City made representations to the State Government to delay the implementation of the GRV revaluation until next year. This is explained further below, under the heading “Emergency Services Levy”, however the State Government chose not to intervene in the process.

In the past, each revaluation resulted in the total (and average) GRVs increasing, therefore the City reduced the rate in the dollar, as illustrated in the graph below. Each revaluation year is depicted in red and includes the rate in the dollar. This graph illustrates the rate in the dollar has dropped for each revaluation. For the Annual Budget 2020/21, the revaluation resulted in the total (and average) GRVs decreasing, and therefore the City will increase the rate in the dollar to arrive at a 0% rate increase (average).



In the budget it would appear the City is generating approximately \$560k more revenue. The City has been careful to ensure that rate in the dollar yields the same revenue for the properties that are the same between 2020/21 and 2019/20. The increase in rate revenue is due to growth as a result of new (and improved) properties that did not form part of the 2019/20 Budget.

The recommended 0% rate increase (average) requires a \$0.077634 rate in the dollar (\$0.067278 in 2019/20) to be adopted, due to the reduction in the revaluations. The Minimum Rate remains the same at \$994.00. Approximately 3,128 (15.23%) of properties will be rated with the Minimum Rates, an increase from the 8.9% in 2019/20.

As with all budgets, there are a range of expenses that increase each year. In-order to deliver a 0% rate increase (average), the City had to reduce or eliminate City operating and capital budgets.

In benchmarking against other metropolitan Local Government Authorities (LGA), the City continues to be competitive with its peers in relation to the rate in the dollar. Those LGAs with a lower rate in the dollar tend to have a large industrial and/or commercial rate base. In comparison, the City of South Perth commercial properties represent only 13% of the total Rates.

Fortunately, for the vast majority of ratepayers (over 70%), the Rate Notice will either remain the same or be lower than last year.

Waste service charges

The standard waste service charge for domestic rubbish for the Annual Budget 2020/21 remains at \$325.00, being one of the lowest in the metropolitan area.

This service includes weekly rubbish pick-up, fortnightly recycling collection and three verge-side rubbish collections per year. The 1,100 litre rubbish service for rateable commercial properties remain the same being \$1,625.00. Non-rateable properties also remain the same, paying \$448.00 per standard rubbish service and \$2,240.00 for 1,100 litre bin services.

Residential ratepayers will continue to receive two green waste and one general waste pass to the Recycling Centre. As in previous years, two green waste and one general waste bulk verge-side rubbish collection will be provided.

Emergency Services Levy (ESL)

The State Government ESL charge will again appear on all local government rate notices in 2020/21. This charge will be calculated based on the GRVs supplied to the City using a rates determined by the Fire & Emergency Services Authority.

Local government is forced to collect this on behalf of the State. On 16 March 2020 the McGowan Government announced that ESL, among other State Government charges, would be frozen. On the same day the City contacted the Minister for Local Government to explain that this would not be possible if the GRV revaluation proceeds. As described above, ESL is calculated in the same way as Rates, except the State Government determine the ESL rate in the dollar. Therefore both Rates and ESL will be different for every property, with the exception of those on the ESL maximum.

On 1 May 2020, the Minister for Emergency Services; Corrective Services wrote and thanked the City for alerting them to the issue of the inability of the system to freeze the ESL in a GRV revaluation year. The City was informed via email on 10 June 2020 of the ESL rate in the dollar, essentially remaining the same as 2019/20. It is understood the ESL rate in the dollar will be published in the Government Gazette during the week ending 19 June 2020. Given the reduction of GRV multiplied by the same ESL rate in the dollar, it is likely the majority of properties will have a lower ESL than 2019/20, however there still may be some higher.

The decision to freeze the ESL rate in the dollar will result in the State Government collecting less funds, estimated to be close to \$50m, to fund Fire and Emergency Services. This may have implications for the 2021/22 ESL if the State Government choose to close this funding gap for the first budget after the 2020 state election. Whilst just speculation, closing the funding gap in 2021/22 could see the ESL increase by more than 15%. As described, the ESL charge is outside the control of local government, is set by the State Government and all revenue passed to the State Government.

Employee Information

Salary and wages are included for all approved staff positions in the Annual Budget 2020/21. This includes the permanent establishment of 232 Full Time Equivalents (FTEs), the same as in 2019/20. Staffing in the budget reflects an appropriate mix of resources across the organisation to match our capacity with service expectations, as described in the Corporate Business Plan 2020-24. The total payroll budget has increased to make allowances for the 2.1% pay increase as per the Enterprise Agreement (EA). In addition to staff employed under the terms of the EA, some staff are employed on fixed term contracts, in accordance with the *Local Government Act 1995*, as well as staff employed on fixed term contracts for the duration of a project (e.g. 1System project).

Loan Borrowings

To fund the Capital Budget the City plans to allow for \$1.56m of borrowings in the Annual Budget 2020/21. Due to the significant uncertainty relating to COVID-19, the City will monitor the need to draw down the loan from the WA Treasury Corporation. The requirement to take out the loan will be reviewed as part of the half year Budget Review in December 2020. Information is provided at Note 6 of the Statutory Budget.

Reserve Funds

Included in the Annual Budget 2020/21 is an estimated net reduction of the Reserves by \$3.86m, including interest earned, transfers in and funds applied.

The intended purposes of the various Reserves are disclosed in the Statutory Budget at Note 7, which includes the detail of the major transfers to and from those Reserves and the projected year end balances of each Reserve (and the aggregate movements to and from the Reserves).

Schedules of Capital Projects

The total Schedule of Capital Projects is \$16.14m, funded from municipal funds, reserves, loans and grants.

Fees and Charges Schedule

The attached Fees and Charges Schedule reflects an assessment of the costs of providing services to our community whilst recognising community service obligations. As appropriate, the fee schedule recognises fees determined on a variety of fee bases:

- Full cost recovery,
- Benchmarked / reference pricing,
- Statutory fees, and
- Partial recovery, based on community service obligations.

Collier Park Village (CPV) maintenance fees

The CPV residents maintenance fee will remain the same as 2019/20 and consistent with previous years, including the alternative payment method.

In 2020/21, the four different pricing arrangements available to CPV residents are:

- \$440 per month.
- \$340 per month and have the remaining \$100 per month deducted from Refundable Monies held in the CPV Residents Offset Reserve.
- \$330 per month and have the remaining \$110 per month deducted from Refundable Monies held in the CPV Residents Offset Reserve.
- \$285 per month and have the remaining \$155 per month deducted from Refundable Monies held in the CPV Residents Offset Reserve.

The Annual Amenities Charge is \$497.00 for the 2020/21 year, the same as for 2019/20) being half the Minimum Rates.

Underground Power

The City has liaised with Western Power in relation to the proposed Underground Power installations within the City. COVID-19 impacted on this and has delayed the planned resurvey for Collier and Manning programs. As a result, the information will not be available in time for the adoption of the Annual Budget 2020/21. Depending on the timing and outcomes of the surveys, the alterations to Budget; in terms of Capital costs, Loans and Invoicing properties, will be accommodated through a separate report to Council during the 2020/21 financial year, or may form part of the Annual Budget 2021/22.

Statutory Budget

The Statutory Budget is prepared in accordance with all relevant professional accounting pronouncements. It contains all statutory statements and supporting schedules including:

- Comprehensive Income Statement by Nature or Type
- Comprehensive Income Statement by Reporting Program
- Statement of Cash flows
- Rate Setting Statement
- Notes to and forming part of the Budget

In summary, the draft Annual Budget 2020/21 is presented for adoption by Council, representing a balanced approach during these challenging times.

Monthly/Annual reporting of significant (material) variances

Regulation 34 of the Local Government (Financial Management) Regulations 1996, requires a financial activity statement to be prepared each month, with Regulation 34 (5) stating: “Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the Australian Accounting Standards (AAS), to be used in statements of financial activity for reporting material variances”.

Therefore it recommended that Council adopt a definition of ‘significant (material) variances’ of \$10,000 or 10% (whichever is the greater) for each capital project and business unit operating revenue and expenditure line item.

Consultation

No external consultation occurred in the development of the Budget, as extensive consultation is undertaken as part of each major review of the Strategic Community Plan (SCP). The SCP establishes the long term vision and community priorities, with Council responsible for adopting the Corporate Business Plan, and Annual Budget to that facilitate progress of the SCP. Each year progress is then reported through the Annual Report. Four Council Concept Briefings (Budget Workshops) were undertaken from March through to June 2020.

Policy and Legislative Implications

The development of the Annual Budget has been conducted in accordance with the *Local Government Act 1995* and Regulations, the City’s Policy P601- Long Term Financial Plan & Annual Budget Preparation and Policy P604 - Use of Debt as a Funding Option.

Financial Implications

The financial implications of adopting the 2019/20 Budget are as disclosed in **Attachment (a)** of this report.

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2020-2030](#):

Strategic Direction:	Leadership
Aspiration:	A visionary and influential local government
Outcome:	Good governance
Strategy:	Empower effective and quality decision-making and governance

Attachments

10.4.4 (a): Draft Annual Budget 2020/21 (*Published Separately*)

10.7 MATTERS REFERRED FROM COMMITTEE MEETINGS

10.7.1 Internal Audit Report - Cash Handling

Location:	Not Applicable
Ward:	Not Applicable
Applicant:	Not Applicable
File Ref:	D-20-43401
Meeting Date:	23 June 2020
Author(s):	Leah Horton, Business Improvement Coordinator
Reporting Officer(s):	Colin Cameron, Director Corporate Services
Strategic Direction:	Leadership: A visionary and influential local government
Council Strategy:	4.3 Good Governance

Summary

This report tables the Internal Audit Report - Cash Handling, in accordance with the City's Strategic Internal Audit Plan. Cash handling is undertaken across nine sites within the City. With the exception of the Civic Centre front counter, the transactions are predominately of low value and the volume of transactions are low. The report contains Paxon's 23 detailed findings, many with similar themes across the nine sites.

The audit includes strengths, weaknesses, rating, issues, risk ratings, recommendations and management comments. It is recommended that each issue (nine) be accepted, added to the City's Audit Register, with commentary on the progress of the resolution of issues to be reported at each Committee Meeting.

Officer and Committee Recommendation

That the Audit, Risk and Governance Committee recommends to Council that it:

1. Notes the Cash Handling report contained in **Confidential Attachment (a)**; and
2. Accepts all 24 recommendations contained in Section 5 of the Internal Audit – Cash Handling report be added to the Audit Register.

Background

For each Internal Audit completed, the reports are presented to the ARGC and then Council for acceptance of the recommendations. Paxon attend the relevant ARGC meeting to respond to questions relating to the report. Management respond to Paxon's recommendations, in relation to their findings, and these are listed in the Audit Register.

Comment

The Internal Audit Report – Cash Handling is a confidential report to be used for internal purposes to assist in improving business processes and systems. The report includes the strengths, weaknesses, rating, issues, risk ratings, recommendations and management comments.

Internal Audit is an essential component of the City's continuous improvement process and findings are welcome. As many areas have never been audited before, it is likely that each Internal Audit may contain many findings. The Internal Audit Cash Handling resulted in 24 findings across the nine sites, two high, 10 medium risk and 12 low risk. It is important Cash be managed appropriately and it is worth noting that the main cash handling site, the front counter at the Administration Centre has achieved a high rating. The findings identify opportunities for improvement relating to sites with both a very value and low volume of transactions. COVID-19 has facilitated a re-assessment of accepting cash at every site. Eftpos facilities have been deployed and the City is considering most sites to be cashless. It is recommended that the ARGC accept each of these findings and that these are included in the Audit Register.

All items included in the Audit Register will be reported at each subsequent ARGC meeting, including information relating to the progress of implementing the Agreed Management Actions, a percentage complete indicator and officer comments. As these issues are implemented, a recommendation will be included to close the item. Closed items will no longer be reported in the Audit Register to the Committee, but will be accessible by the Internal and External Auditors to review compliance.

Consultation

Nil.

Policy and Legislative Implications

The Internal Audit function is considered a business improvement process that will assist in compliance with Regulation 5 of the Local Government (Financial Management) Regulations 1996 (CEO's duties as to financial management) and regulation 7 of the Local Government (Audit) Regulations 1996 (CEO to review certain systems and procedures).

Financial Implications

The Internal Audit function has a budget of \$40,000 for the 2019/20 financial year and it is anticipated that a budget of a similar amount is to be adopted each year.

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2020-2030](#):

Strategic Direction:	Leadership
Aspiration:	A visionary and influential local government
Outcome:	Good governance
Strategy:	Foster effective governance through quality decision-making

Attachments

10.7.1 (a): Internal Audit Report - Cash Handling (*Confidential*)

10.7.2 Audit Register - Progress Report

Location:	Not Applicable
Ward:	Not Applicable
Applicant:	Not Applicable
File Ref:	D-20-43408
Meeting Date:	23 June 2020
Author(s):	Leah Horton, Business Improvement Coordinator
Reporting Officer(s):	Colin Cameron, Director Corporate Services
Strategic Direction:	Leadership: A visionary and influential local government
Council Strategy:	4.3 Good Governance

Summary

This report provides an update on the progress of actions included in the Audit Register. The Audit Register includes all open audit findings that have previously been accepted by the Committee. It is recommended the Committee review and accept the Audit Register Progress Report.

Officer and Committee Recommendation

That the Audit, Risk and Governance Committee recommends to Council that it:

1. Notes the progress recorded against each item within the Audit Register in **Confidential Attachment (a)**; and
2. Approves the ten marked as Completed (100%) in the Audit Register, to be registered as closed and no longer reported to the Committee.

Background

The confidential Audit Register lists Internal and External audit findings, describes progress of implementing improvements and percentage completion. This report is prepared for noting the progress and completion of findings since the last meeting.

Comment

A summary of the Audit Register is usually included to illustrate trend of the actions that have been added, progressed and completed. This summary is in the process of being redeveloped.

The Committee is requested to recommend to Council to note the progress and officer comments. In addition, it is recommended all seven completed (100%) items in the Audit Register be registered as closed. All closed items will not form part of the Audit Register report for future meetings. The closed items are available for the Internal and External Auditors and Committee/Council to review.

It is requested to note the Audit Register in **Confidential Attachment (a)**.

The Audit Register contains progress of relating to all open findings, including the Information Systems Audit undertaken by the WA Auditor General, submitted to the ARGC meeting on 9 September 2019. Attached is the detail report, as well as a recent letter from the WA Auditor General. Given the confidential nature of the attachments, staff will discuss this matter at the meeting.

Consultation

Nil.

Policy and Legislative Implications

The Internal Audit function is considered a business improvement process that will assist in compliance with Regulation 5 of the Local Government (Financial Management) Regulation 1996 (CEO's duties as to financial management) and Regulation 7 of the Local Government (Audit) Regulations 1996 (CEO to review certain systems and procedures).

Financial Implications

The Internal Audit function (Paxon) has a budget of \$40,000 for the 2019/20 financial year and it is anticipated that a budget of a similar amount is to be adopted each year. Officers' effort to undertake the improvements and report on progress has not been estimated.

The External Audit function (WA Auditor General) has a budget of \$55,000 for the audit of the 2018/19 Financial Statements.

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2020-2030](#):

Strategic Direction:	Leadership
Aspiration:	A visionary and influential local government
Outcome:	Good governance
Strategy:	Foster effective governance through quality decision-making

Attachments

10.7.2 (a):	Audit Register June 2020 (<i>Confidential</i>)
10.7.2 (b):	Letter from WA Auditor General (<i>Confidential</i>)
10.7.2 (c):	WA Auditor General - Information Systems Audit (<i>Confidential</i>)

10.7.3 Risk Management Update

Location:	Not Applicable
Ward:	Not Applicable
Applicant:	Not Applicable
File Ref:	D-20-44166
Meeting Date:	23 June 2020
Author(s):	Christine Lovett, Senior Governance Officer
Reporting Officer(s):	Geoff Glass, Chief Executive Officer
Strategic Direction:	Leadership: A visionary and influential local government
Council Strategy:	4.3 Good Governance

Summary

This report provides an update to the Audit, Risk and Governance Committee of the Risk Management activities undertaken by the City of South Perth for the period 1 March 2020 to 30 May 2020.

Committee Recommendation

That the Audit, Risk and Governance Committee defers consideration of this Item until a workshop is held with the Committee including external members.

Officer Recommendation

That the Audit, Risk and Governance Committee recommends to Council that it endorses the Strategic Risk Register as contained in **Confidential Attachment (a)**.

Background

The Council is responsible for the strategic direction of the City. The City's Audit, Risk and Governance Committee (ARGC) is a Committee of Council in accordance with the *Local Government Act 1995* (the Act) and is responsible for providing guidance, assistance and oversight to the Council, in relation to matters which include risk management.

The responsibility of the ARGC in relation to the risk management program includes overseeing the strategic risk management process and ensuring that the administration has a robust and structured process for identifying and managing strategic risks.

In addition, the City has an internal Risk Management Committee to coordinate the City's risk management activities. The Risk Management Committee updates the City's Risk Registers and has responsibility for identifying and monitoring risks and assists in developing and recommending treatments for agreed priority risks. The Committee meets quarterly to conduct a review on identified risks and associated risk treatments, includes a membership from across all directorates and reports to the Executive Management Team (EMT). In August 2019, an updated Operational Risk Register and the existing Strategic Risk Register were endorsed by the EMT.

On 18 November 2019, City officers presented the Strategic and Operational Risk Registers to the ARGC for noting. At that meeting, the Officer Recommendation was lost.

On 11 February 2020, the City held a Risk Management Workshop with Councillors and external Committee Members on the City's Risk Management Framework and discussed the City's risk ratings, risk registers and proposed Risk Management Policy. The workshop was facilitated by a consultant from LGIS, the City's insurer. The consultant advised those in attendance that the City had a robust framework and appropriate Registers.

All risks continue to be monitored to ensure adequate strategies are in place so residual risks are effectively managed. The City's Strategic Risk Register will be presented quarterly to the ARGC. Operational risks will be presented if an 'Extreme' risk has been identified.

Comment

This report provides information to the ARGC on the City's current Strategic Risk Register and provides updates on any changes to the Register. For the Committee's information, the City will be moving to a new Risk Management platform by December 2020 that will enable an enhanced Strategic Plan Dashboard Report to be produced in turn providing a better overall view of the City's risks and risk management.

For the period 1 March 2020 to 30 May 2020, a number of changes have been made to the Register. The recent COVID-19 pandemic resulted in a review and update of all business continuity plans in order to support the pandemic situation. The City's Internal Risk Management Committee continued to meet on a regular basis to review operational and strategic risks, in particular, in relation to the effects of the COVID-19 pandemic.

The following is a summary of the changes to the City's Strategic Risk Register, primarily caused by the COVID-19 pandemic, the controls in place and action plan moving forward:

Strategic Risk	Description	Controls	Action Plan
Cash flow sustainability	Failure to maximise opportunities to create or enhance sustainable income streams or gain efficiencies in expense management	<ul style="list-style-type: none"> ▪ Daily Cash flow and liquidity management; and ▪ Monthly financial reporting. 	<ul style="list-style-type: none"> ▪ 2020/2021 Budget to consider impact of revenue short fall; ▪ Budget to consider access to reserves to ensure short term liquidity; and ▪ Budget to consider borrowing to fund shortfall.
Systems and process consistency	Inadequate consistency of data or processes across City operations	<ul style="list-style-type: none"> ▪ Updated Business Continuity Plans ▪ 1System Project ▪ COVID-19 Response Team ▪ Activation of work from home capabilities 	<ul style="list-style-type: none"> ▪ Progression of 1System Project ▪ Further review of Business Continuity Plans

Business Planning	Inadequate resource considerations (human, physical and financial) in business planning	<ul style="list-style-type: none"> ▪ City Officer dedicated to business improvement 	<ul style="list-style-type: none"> ▪ Ongoing reporting of Corporate Business Plan
Stakeholder Engagement	Failure to identify, engage and effectively manage the City's multiple stakeholders in activities that have (or the potential to have) high community interest	<ul style="list-style-type: none"> ▪ Regular updates on City website/Facebook and Instagram pages. ▪ Online Council Meetings 	<ul style="list-style-type: none"> ▪ Ongoing updates to the community via website/Facebook and Instagram ▪ City newsletters ▪ Peninsular updates
Project Management	Inadequate analysis, design, delivery and/or status reporting of project initiatives, resulting in additional expenses, time delays or scope changes.	<ul style="list-style-type: none"> ▪ Management Practice M694 Project Management Framework ▪ Contract management 	<ul style="list-style-type: none"> ▪ Appropriate contract management

Consultation

Nil.

Policy and Legislative Implications

Policy P695 Risk Management

Local Government (Audit) Regulations 1996 – 17(1)(a)

Financial Implications

Nil

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2020-2030](#):

Strategic Direction: Leadership

Aspiration: A visionary and influential local government

Outcome: Good governance

Strategy: Foster effective governance through quality decision-making

Attachments

10.7.3 (a): Strategic Risk Register (*Confidential*)

10.7.4 Review of Policy P613 Capitalisation & Valuation of Fixed Assets

Location:	Not Applicable
Ward:	Not Applicable
Applicant:	Not Applicable
File Ref:	D-20-43410
Meeting Date:	23 June 2020
Author(s):	Abrie Lacock, Manager Finance
Reporting Officer(s):	Colin Cameron, Director Corporate Services
Strategic Direction:	Leadership: A visionary and influential local government
Council Strategy:	4.3 Good Governance

Summary

The amendment to Regulation 17 of the Local Government (Financial Management) Regulations 1996 has necessitated a revision of the City's Policy P613 Capitalisation & Valuation of Fixed Assets.

An amended version of Policy P613 **Attachment (a)** is now presented to Council for adoption.

Officer and Committee Recommendation

That the Audit, Risk and Governance Committee recommends to Council that it adopts revised Policy P613 Capitalisation & Valuation of Fixed Assets contained within **Attachment (a)**.

Background

An amendment to regulation 17 (A) of the Local Government (Financial Management) Regulations 1996 was gazetted on 26 June 2018 which allows a local government to revalue its assets:

- whenever the local government is of the opinion that the fair value of the asset is likely to be materially different from its carrying amount; and
- in any event, within a period of at least 3 years but no more than 5 years after the day on which the asset was last valued or revalued.

Comment

The City carries all its Fixed Assets at fair value, to adopt revaluation guidelines that are in accordance with legislation ensures that the maximum cost benefit outcome is obtained for the City. The WA Auditor General in its *Audit Results Report – Annual 2018-19 Financial Audits of Local Government Entities* noted on page 26 “The cost of periodically revaluing infrastructure and property, plant and equipment assets can be significant. For smaller entities, the benefits of valuations for the entity and for users of the annual financial report may not always justify the cost”.

Accordingly the City of Canning and Town of Victoria Park have also adopted this approach, in line with legislation.

Consultation

Nil

Policy and Legislative Implications

The reviewed and revised policy is consistent with the Local Government (Financial Management) Regulations 1996.

Financial Implications

The amended Policy in line with legislation will ensure that the maximum cost benefit balance is achieved for the City.

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2020-2030](#):

Strategic Direction:	Leadership
Aspiration:	A visionary and influential local government
Outcome:	Good governance
Strategy:	Foster effective governance through quality decision-making

Attachments

10.7.4 (a): Policy P613 Capitalisation & Valuation of Fixed Assets

11. APPLICATIONS FOR LEAVE OF ABSENCE

12. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

12.1 NOTICE OF MOTION - COUNCILLOR MARY CHOY - POLICY P402 ALFRESCO DINING

Location:	Not Applicable
Ward:	All
Applicant:	Not Applicable
File Ref:	D-20-43655
Meeting Date:	23 June 2020
Author(s):	Fiona Mullen, Manager Development Services
Reporting Officer(s):	Vicki Lummer, Director Development and Community Services
Strategic Direction:	Economy: A thriving City activated by innovation, attractions and opportunities
Council Strategy:	2.1 Local Business

Summary

Councillor Mary Choy submitted the following Notice of Motion prior to the June Council Agenda Briefing.

Notice of Motion Recommendation

That Council approves the relaxation of the requirements and guidelines of policy P402 Alfresco Dining, on a case by case basis, in order to allow alfresco dining to take place outside businesses, subject to adequate footpath width always being maintained for safe unobstructed pedestrian access along footpaths, as determined by the City.

Background

Councillor Mary Choy submitted a Notice of Motion regarding the relaxation of the requirements and guidelines of Policy P402 Alfresco Dining. The reasons given are:

The aim of this motion is to further assist businesses to respond to the adverse impacts of the current COVID-19 pandemic, in terms of easing some current rules and restrictions, to help keep businesses viable.

The requirements of the policy, such as providing barriers, could be relaxed on a temporary basis to allow businesses to comply with social distancing and the 4 m2 rule. At all times the safety of pedestrians should be maintained, and officers can consider this on a case by case basis.

Business owners and the broader community need local businesses to remain viable and continue to succeed both during and after this unique and difficult time in our history.

12.1 Notice of Motion – Councillor Mary Choy – Policy P402 Alfresco Dining

The extra proposed measures may not be covered in the upcoming budget workshops and even if they are, the turnaround time to be able to raise this motion again for discussion may be too long for many businesses to sustain at this time.

Comment

In response to the restrictions from COVID-19, the City has been allowing flexibility in application of the normal alfresco dining requirements. This motion will formalise the policy relaxations and provide Council support for local business and also complement the Clause 78H Notice of Exemption from Planning Requirements issued by the Minister for Planning.

In May, on receipt of, and prompted by the Notice of Motion, officers contacted all food business in the City to appraise them of where they may obtain information in relation to the easing of restrictions.

Further discussions and advice was provided to three businesses that wanted to provide alfresco dining as they did not have the opportunity for more customers inside their premises.

Since that time in May, the Government has moved to Phase 3 of the COVID-19 roadmap and also the winter weather means that there is less call for alfresco dining in the City.

The City's Environmental Health Officers continue to support local food business and work with local agencies to ensure ongoing compliance as restrictions are eased.

The proposed motion, however continues to remain relevant, as in order to support vibrancy in the City's activity centres, all efforts should be made for activity on the street to be comfortable, welcoming and attractive to draw in customers and encourage them to linger longer in the centres and spend money at local businesses. Allowing the relaxation of requirements for street activity goes some way to achieving this aim.

Consultation

Nil.

Policy and Legislative Implications

Policy P409 Alfresco Dining

Financial Implications

Nil.

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2020-2030](#):

Strategic Direction:	Economy
Aspiration:	A thriving City activated by innovation, attractions and opportunities.
Outcome:	Local business
Strategy:	Facilitate economic development opportunities to enhance local business success

Attachments

Nil

12.2 NOTICE OF MOTION - COUNCILLOR CARL CELEDIN - AUDIT, RISK AND GOVERNANCE COMMITTEE NOMINATION

Location:	Not Applicable
Ward:	Not Applicable
Applicant:	Not Applicable
File Ref:	D-20-43657
Meeting Date:	23 June 2020
Author(s):	Bernadine Tucker, Manager Governance
Reporting Officer(s):	Geoff Glass, Chief Executive Officer
Strategic Direction:	Leadership: A visionary and influential local government
Council Strategy:	4.3 Good Governance

Summary

Councillor Carl Celedin submitted the following Notice of Motion prior to the June Council Agenda Briefing.

Notice of Motion Recommendation

That Councillor Carl Celedin be appointed to the Audit, Risk and Governance Committee.

Background

Councillor Carl Celedin submitted the above Notice of Motion prior to the Council Agenda Briefing held 16 June 2020.

Comment

The Audit, Risk and Governance Committee consists of Mayor Greg Milner, Councillors Blake D'Souza, André Brender-A-Brandis, Mary Choy, Ken Manolas and Glenn Cridland plus two external members Mr Phillip Draber and Ms Shona Zulsdorf. Elected Members who are not Members of the Committee are able to attend as observers.

The Committee has no delegated power and any recommendations from this Committee are submitted to Council for determination.

Consultation

Nil.

Policy and Legislative Implications

Nil.

Financial Implications

Nil.

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2020-2030](#):

Strategic Direction:	Leadership
Aspiration:	A visionary and influential local government
Outcome:	Good governance
Strategy:	Foster effective governance through quality decision-making

Attachments

Nil

13. QUESTIONS FROM MEMBERS

13.2 QUESTIONS FROM MEMBERS: 23 JUNE 2020

14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

15. MEETING CLOSED TO THE PUBLIC

The Chief Executive Officer advises that there are matters for discussion on the Agenda for which the meeting may be closed to the public, in accordance with section 5.23(2) of the *Local Government Act 1995*.

Officer Recommendation

That the following Agenda Items be considered in closed session, in accordance with *s5.23(2) of the Local Government Act 1995*:

- Item 15.1.1 Bank Guarantee Variation Request
- Item 15.1.2 Chief Executive Officer's Employment

15.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

15.1.1 Bank Guarantee Variation Request

*This item is considered **confidential** in accordance with section 5.23(2)(d) of the Local Government Act 1995 as it contains information relating to "legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting"*

Location:	1 Mends Street, South Perth
Ward:	Mill Point Ward
Applicant:	Finbar
File Ref:	D-20-43658
Meeting Date:	23 June 2020
Author(s):	Bernadine Tucker, Manager Governance
Reporting Officer(s):	Geoff Glass, Chief Executive Officer
Strategic Direction:	Economy: A thriving City activated by innovation, attractions and opportunities
Council Strategy:	2.2 Activated Places

15.1.2 Chief Executive Officer's Employment

*This item is considered **confidential** in accordance with section 5.23(2)(a) of the Local Government Act 1995 as it contains information relating to "a matter affecting an employee or employees"*

Location:	Not Applicable
Ward:	Not Applicable
Applicant:	Not Applicable
File Ref:	D-20-43659
Meeting Date:	23 June 2020
Author(s):	Pele McDonald, Manager Human Resources
Reporting Officer(s):	Pele McDonald, Manager Human Resources
Strategic Direction:	Leadership: A visionary and influential local government
Council Strategy:	4.3 Good Governance

16. CLOSURE