

AGENDA.

Ordinary Council Meeting

28 April 2020

Notice of Meeting

Mayor and Councillors

The next Ordinary Council Meeting of the City of South Perth Council will be held on Tuesday 28 April 2020 as an eMeeting commencing at 6.00pm.



GEOFF GLASS
CHIEF EXECUTIVE OFFICER

24 April 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.

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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

Councillor Samantha Bradder (22 April 2020 to 11 May 2020 inclusive)

5. DECLARATIONS OF INTEREST

6. PUBLIC QUESTION TIME

6.1 RESPONSES TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil.

6.2 PUBLIC QUESTION TIME: 28 APRIL 2020

7. CONFIRMATION OF MINUTES AND TABLING OF NOTES OF BRIEFINGS

7.1 MINUTES

7.1.1 Ordinary Council Meeting Held: 24 March 2020

Officer Recommendation

That the Minutes of the Ordinary Council Meeting held 24 March 2020 be taken as read and confirmed as a true and correct record.

7.1.2 Special Council Meeting Held: 21 April 2020

Officer Recommendation

That the Minutes of the Special Council Meeting held 21 April 2020 be taken as read and confirmed as a true and correct record.

7.2 CONCEPT BRIEFINGS

7.2.1 Council Agenda Briefing - 21 April 2020

Officers of the City presented background information and answered questions on Items to be considered at the 28 April 2020 Ordinary Council Meeting at the Council Agenda Briefing held 21 April 2020.

Attachments

7.2.1 (a): Council Agenda Briefing 21 April 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
7 April 2020	Solar Power Modelling Briefing
	Swan Habitat Briefing
	Plan drives Budget – Workshop 2
20 April 2020	Zoom Practice Session for eMeetings

Officer Recommendation

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

- 7.2.1 Council Agenda Briefing - 21 April 2020
- 7.2.2 Concept Briefings and Workshops

8. PRESENTATIONS

8.1 PETITIONS

8.2 GIFTS / AWARDS PRESENTED TO COUNCIL

8.3 DEPUTATIONS

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 1/2020 Supply, Installation and Repairs to Window and Floor Coverings

Location:	Collier Park Village Retirement Complex
Ward:	Not Applicable
Applicant:	Not Applicable
File Reference:	D-20-30173
Meeting Date:	28 April 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 1/2020 for the Supply, Installation and Repair to Floor and Window Coverings.

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 Goldace Holdings trading as Hutton Street Carpet Court for the Supply, Installation and Repair to Floor and Window Coverings in accordance with Tender Number 1/2020 for the period of supply up to three years 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) 1/2020 for the Supply, Installation and Repair to Floor and Window Coverings was advertised in The West Australian on Saturday 11 January 2020 and closed at 2.00pm on Tuesday 4 February 2020.

Tenders were invited as a Schedule of Rates.

The contract is for a period up to 3 years with the option of 2 years at the City's complete discretion.

Comment

At the close of the advertising period one submission had been received and is tabled below:

TABLE A – Tender Submissions

Tender Submissions
Goldace Holdings trading as Hutton Street Carpet Court

The Tender was reviewed by an Evaluation Panel and assessed according to the qualitative criteria detailed in the RFT, as per Table B below.

TABLE B - Qualitative Criteria

Qualitative Criteria	Weighting %
1. Relevant Experience	30%
2. Key Personnel, Skills and Resources	40%
3. Demonstrated Understanding	20%
4. Price	10%
Total	100%

Based on the assessment of the submission received for Tender 1/2020 Supply, Installation and Repair to Floor and Window Coverings, it is recommended that the tender submission from Goldace Holdings trading as Hutton Street Carpet Court 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 when the expected value is likely to exceed \$150,000. Part 4 of the Local Government (Functions and General) Regulations 1996 sets regulations on how tenders must be called and accepted.

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 2017-2027](#):

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

Attachments

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

10.1.2 Tender 2/2020 Provision of Cleaning Services

Location:	Not Applicable
Ward:	Not Applicable
Applicant:	Not Applicable
File Reference:	D-20-30174
Meeting Date:	28 April 2020
Author(s):	Shirley King Ching, Building and Assets Coordinator
Reporting Officer(s):	Mark Taylor, Director Infrastructure 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 2/2020 for the Provision of Cleaning 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 The Trustee of Bellrock Cleaning Services Trust trading as Bellrock Cleaning Services Pty Ltd for the Provision of Cleaning Services in accordance with Tender 2/2020 for the period of three years with the option to extend for an additional two year period at the City's discretion;
2. Accepts the tender price as calculated using the schedule of rates which is included in **Confidential Attachment (a)**; and
3. Notes that tender price will be included in the Ordinary Council Meeting Minutes.

Background

Request for Tender (RFT) 2/2020 for the Provision for Cleaning Services was advertised in The West Australian newspaper on Saturday 18 January 2020 and closed at 2.00pm on Tuesday 18 February 2020.

The City of South Perth provides cleaning services to various community facilities including public toilets and parkland barbeques, administration buildings, libraries, a recreation centre, public halls and sports pavilions.

The service level for cleaning is determined to reflect levels of use and to meet the expectations of the users of the different services. Public toilet facilities for example are generally cleaned either once or twice per day depending on utilisation. In some locations frequency has been increased to three times each day during the current health pandemic. Libraries, the Recreation Centre and office spaces are cleaned daily and other public buildings (Halls & Sports Pavilions) are cleaned after each use.

Projected expenditure for the next five years of operational cleaning is approximately \$3.17 million or \$635,000 per annum.

Comment

Tender 2/2020 required the submission of a schedule of rates for the provision of specified cleaning services for an initial contract period of three years with a further option for extension of two years at the City's discretion.

At the close of the tender advertising period, 11 submissions had been received, refer Table A below:

TABLE A – Tender Submissions

Tender Submissions	
1.	Advanced National Services P/L
2.	Bellrock Cleaning Services P/L
3.	Brigade Facilities Management P/L
4.	Brightmark Group P/L
5.	Charles Service Company
6.	Cleandustrial Services P/L
7.	DMC Cleaning Corporation P/L
8.	Iconic Property Services
9.	Intelife Group Limited
10.	Smart Cleaning Solutions (Vic) P/L
11.	Storm International P/L

The Tenders were initially assessed for minimum compliance and then independently reviewed by an Evaluation Panel which considered and scored submissions according to the qualitative criteria detailed in the RFT, criteria were weighted as per Table B below.

TABLE B - Qualitative Criteria

Qualitative Criteria	Weighting %
1. Relevant Experience	30%
2. Key Personnel Skills and Resources	30%
3. Demonstrated Understanding	30%
4. Sustainability and Occupational Safety & Health System	10%
Total	100%

The qualitative criteria is not price weighted, forecast contract costs determined using tendered rate schedules are calculated and assessed separately.

Following assessment of all submissions received for Tender 2/2020 Provision for Cleaning Services, it is recommended that the tender submission from The Trustee of Bellrock Cleaning Services Trust trading as Bellrock Cleaning Services Pty Ltd be accepted by Council as the most advantageous offer.

Detailed information considered in 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 when the expected value is likely to exceed \$150,000. Part 4 of the Local Government (Functions and General) Regulations 1996 sets regulations on how tenders must be called and accepted.

The following Council Policies also apply:

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

Financial Implications

The forecast cost of the services described in Tender 2/2020 is funded within the 2019/2020 operating budget and will be incorporated into future budget programs.

Strategic Implications

This matter relates to the following Strategic Direction identified within Council's [Strategic Community Plan 2017-2027](#):

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

Attachments

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

10.4 STRATEGIC DIRECTION 4: LEADERSHIP

10.4.1 Listing of Payments - March 2020

Location:	Not Applicable
Ward:	Not Applicable
Applicant:	Not Applicable
File Ref:	D-20-30175
Meeting Date:	28 April 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 March 2020 and 31 March 2020 for information. During the reporting period, the City made the following payments:

EFT Payments to Creditors	(524)	\$6,674,875.17
Cheque Payment to Creditors	(7)	\$22,966.47
Total Monthly Payments to Creditors	(531)	\$6,697,841.64
EFT Payments to Non-Creditors	(76)	\$284,431.81
Cheque Payments to Non-Creditors	(37)	\$21,255.32
Total EFT & Cheque Payments	(644)	\$7,003,528.77
Credit Card Payments	(8)	\$16,570.80
Total Payments	(652)	\$7,020,099.57

Officer Recommendation

That the Council receives the Listing of Payments for the month of March 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 March 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 2017-2027](#):

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

Attachments

10.4.1 (a): Payment Listing March 2020

10.4.2 Monthly Financial Statements - March 2020

Location:	Not Applicable
Ward:	Not Applicable
Applicant:	Not Applicable
File Ref:	D-20-30176
Meeting Date:	28 April 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 the **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 March 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 March year-to-date (YTD) is \$54.89m in comparison to budget of \$54.83m. Actual expenditure from operating activities for March is \$44.42m in comparison to budget of \$45.32m. The March Net Operating Position of \$10.47m was \$0.96m favourable in comparison to budget. At this stage the impact of COVID-19 is deferred to the Statement of Financial Position with delays in debtor payments. The financial repercussions of COVID-19 will become more evident over the next few months.

Actual Capital Revenue YTD is \$1.08m in comparison to the budget of \$2.11m. Actual Capital Expenditure YTD is \$8.46m in comparison to the budget of \$9.15m.

Cash and Investments balance is \$57.47m. 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 is anticipated to impact the Cash and Investments balance in the coming months as debtors delay payments to the City and City spending continues. 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 37.74% 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 2017-2027](#):

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

Attachments

10.4.2 (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

11. APPLICATIONS FOR LEAVE OF ABSENCE
12. MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN
13. QUESTIONS FROM MEMBERS
 - 13.2 QUESTIONS FROM MEMBERS: 28 APRIL 2020
14. NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING
15. MEETING CLOSED TO THE PUBLIC
16. CLOSURE