



City of Perth

**Finance and Administration
Committee
Minutes**

**14 November 2017
4.00pm**

**Committee Room 1
Level 9
Council House**

APPROVED FOR RELEASE

**MARTIN MILEHAM
CHIEF EXECUTIVE OFFICER**



City of Perth

**Finance and Administration Committee
Minutes**

**14 November 2017
4.00pm**

**Committee Room 1
Level 9
Council House**

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

**THESE MINUTES ARE HEREBY CERTIFIED AS
CONFIRMED**

PRESIDING MEMBER'S SIGNATURE

[Handwritten signature]

DATE: *12-12-17*

Minutes of the **Finance and Administration** meeting of the City of Perth in Committee Room 1, Ninth Floor, Council House, 27 St Georges Terrace, Perth on Tuesday, 14 November 2017.

Members in Attendance:

Cr Harley	Presiding Member
Deputy Lord Mayor Green	
Cr Davidson	

Officers:

Mr Mileham	Chief Executive Officer
Mr Mianich	Director Corporate Services
Ms Battista	Director Economic Development and Activation
Mr Moore	Director Community and Commercial Services
Mr Copeman	Acting Director Construction and Maintenance
Mr Ridgwell	Manager Governance
Ms Brandon	Manager Marketing and Activation
Ms Hewitt	Manager Health and Activity Approvals
Ms Gellately	Acting Manager Arts, Culture and Heritage
Mr Linares	Acting Manager Properties
Mr Richards	Manager Finance
Mr Giles	Executive Director Perth Public Art Foundation
Mr White	Chief Accountant
Ms Ferreira	Senior Management Accountant
Mr Hazelton	Policy and Projects Officer - Heritage
Ms Best	Governance and Risk Officer

Guests and Deputations:

Nil

1. Declaration of Opening

4.01pm The Chief Executive Officer declared the meeting open.

Item 8.1 Finance and Administration Committee – Election of Presiding Member

Election of Presiding Member

The Chief Executive Officer advised that in accordance with Section 5.12(1) of the *Local Government Act 1995*, Committee members are required to elect a Presiding Member to the Planning Committee.

The Chief Executive Officer advised that the following nominations (CM 321958/17) had been received:

- **Deputy Lord Mayor Green**

The Deputy Lord Mayor Green advised she wishes to withdraw her nomination for Presiding Member of the Finance and Administration Committee.

Cr Harley nominated himself for the position of Presiding Member.

There being only one Elected Member nominated, the Chief Executive Officer declared that Cr Harley was elected Presiding Member of the Finance and Administration Committee.

Cr Harley assumed the Chair.

2. Apologies and Members on Leave of Absence

Nil

3. Question Time for the Public

Nil

4. Confirmation of Minutes – 19 September 2017

Moved by Cr Davidson, seconded Deputy Lord Mayor Green

That the minutes of the meeting of the Finance and Administration Committee held on 19 September 2017 be confirmed as a true and correct record.

The motion was put and carried

The votes were recorded as follows:

For: Crs Harley, Davidson and Deputy Lord Mayor Green

Against: Nil

5. Correspondence

Nil

6. Disclosures of Members' Interests

Nil

7. Matters for which the Meeting may be Closed

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

Attachment No.	Item No. and Title	Reason
Confidential Attachments 8.5A – 8.5D	Item No 8.5 – Tender 019 – 17/18 – Food Business Assessment and Inspection	S5.23(2)(e)(ii)

Attachment No.	Item No. and Title	Reason
Confidential Attachment 8.6B	Item No 8.6 – Tender 064-17/18 Auditorium and Façade Lighting Perth Concert Hall	S5.23(2)(e)(ii)
Confidential Attachments 8.9A & 8.9B	Item No 8.9 – Bicentenary Project Feasibility Study – Project Overview and Funding Request from Perth Public Art Foundation	S5.23(2)(e)(ii)

8. Reports

Item 8.2 Investments and Investment Returns for the Period Ended 30 September 2017

Moved by Cr Davidson, seconded by Deputy Lord Mayor Green

That the Finance and Administration Committee RECEIVES the report detailing investments and investment returns for the period ended 30 September 2017, as detailed in Attachment 8.2A of this Report.

The motion was put and carried

The votes were recorded as follows:

For: Crs Harley, Davidson and Deputy Lord Mayor Green

Against: Nil

Item 8.3 Payments from Municipal and Trust Funds – September 2017

Moved by Deputy Lord Mayor Green, seconded by Cr Davidson

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

FUND	PAID
Municipal Fund	\$ 22,509,568.01
Trust Fund	\$ 306,683.31
TOTAL:	\$ 22,816,251.32

The motion was put and carried

The votes were recorded as follows:

For: Crs Harley, Davidson and Deputy Lord Mayor Green

Against: Nil

Item 8.4 Financial Statement and Financial Activity Statement for the Period Ended 30 September 2017

Moved by Cr Davidson, seconded by Deputy Lord Mayor Green

That Council APPROVES the Financial Statements and the Financial Activity Statement for the period ended 30 September 2017, as detailed in Attachment 8.4A of this Report.

The motion was put and carried

The votes were recorded as follows:

For: Crs Harley, Davidson and Deputy Lord Mayor Green

Against: Nil

MOTION TO CLOSE THE MEETING

Moved by Cr Harley, seconded by Deputy Lord Mayor Green

That Council resolves to close the meeting to the public to consider Confidential matters in accordance with Section 5.23(2)(e)(ii) of the Local Government Act 1995.

The motion was put and carried

The votes were recorded as follows:

For: Crs Harley, Davidson and Deputy Lord Mayor Green

Against: Nil

4.23pm The meeting was closed to the public.

MOTION TO RE-OPEN THE MEETING

Moved by Cr Harley, seconded by Deputy Lord Mayor Green

That Council resolves to re-open the meeting to the public.

The motion was put and carried

The votes were recorded as follows:

For: Crs Harley, Davidson and Deputy Lord Mayor Green

Against: Nil

4.25pm The meeting was re-open to the public.

Item 8.5 Tender 019 – 17/18 – Food Business Assessment and Inspection

Moved by Deputy Lord Mayor Green, seconded by Cr Davidson

That Council ACCEPTS the most suitable tender, being that submitted by Food Technology Services for the provision of Food Business Assessment and Inspection for a period of one year with an option to extend for a further two years commencing January 2018, as detailed in Confidential Attachment 8.5A.

The motion was put and carried

The votes were recorded as follows:

For: Crs Harley, Davidson and Deputy Lord Mayor Green

Against: Nil

MOTION TO CLOSE THE MEETING

Moved by Cr Harley, seconded by Deputy Lord Mayor Green

That Council resolves to close the meeting to the public to consider Confidential matters in accordance with Section 5.23(2)(e)(ii) of the Local Government Act 1995.

The motion was put and carried

The votes were recorded as follows:

For: Crs Harley, Davidson and Deputy Lord Mayor Green

Against: Nil

4.26pm The meeting was closed to the public. The Managers of Marketing and Activation, Arts, Culture and Heritage, Finance, the Chief Accountant, Senior Management Accountant, Policy and Projects Officer and the Executive Director Perth Public Art Foundation departed the meeting.

MOTION TO RE-OPEN THE MEETING

Moved by Cr Harley, seconded by Deputy Lord Mayor Green

That Council resolves to re-open the meeting to the public.

The motion was put and carried

The votes were recorded as follows:

For: Crs Harley, Davidson and Deputy Lord Mayor Green

Against: Nil

4.33pm The meeting was closed to the public. The Managers of Marketing and Activation, Arts, Culture and Heritage, Finance, the Chief Accountant, Senior Management Accountant, Policy and Projects Officer and the Executive Director Perth Public Art Foundation returned to the meeting.

Cr Davidson disclosed an Impartiality Interest in Item 8.6 as she is a member of the Perth Theatre Trust (CM 326455/17).

Item 8.6 Tender 064-17/18 Auditorium and Façade Lighting Perth Concert Hall

Moved by Cr Davidson, seconded by Deputy Lord Mayor Green

That Council:

1. **ACCEPTS** the most suitable tender, being that submitted by Insight Electrical Technology Pty Ltd for a lump sum cost of \$715,160.00 excluding GST, for Tender 064-17/18 Auditorium Lighting and Façade Lighting Perth Concert Hall; and
2. **NOTES** that the lump sum cost is made up of the tendered price of \$688,485.00 (excluding GST) plus \$26,675.00 (excluding GST) for additional works requested.

The motion was put and carried

The votes were recorded as follows:

For: Crs Harley, Davidson and Deputy Lord Mayor Green

Against: Nil

Item 8.7 Activation of the City

Moved by Deputy Lord Mayor Green, seconded by Cr Davidson

That Council:

1. **APPROVES BY AN ABSOLUTE MAJORITY** the transfer of operating budget between Units as detailed in this report; and
2. **NOTES** that the adjustment to the budget has a nil impact on the total operating budget for the City for the year ended 30 June 2018.

The motion was put and carried

The votes were recorded as follows:

For: Crs Harley, Davidson and Deputy Lord Mayor Green

Against: Nil

Meeting Note: Deputy Lord Mayor Green requested the costs of running the activation project 'Ninja warrior'. The Manager Marketing and Activation advised it is approximately \$30,000 however will provide Elected Members with an accurate figure.

Cr Harley recommends the administration provide supplementary information prior to Council regarding the background and expenditure of the activation projects. The Director Economic Development and Activation advised that this will be provided to Elected Members.

Cr Harley queried the exact location of the Christmas lights for 2017. The Acting Director Construction and Maintenance advised that this will be taken on notice and a map provided to Elected Members.

Item 8.8 Heritage Rate Concession Criterion Hotel 560 Hay Street

Moved by Deputy Lord Mayor Green, seconded by Cr Davidson

*That Council **APPROVES** an exemption to Policy CP9.2 Heritage Rate Concessions subclause 2.2.5 (eligibility criteria) and grant a rate concession to the Criterion Hotel, 560 Hay Street, noting the heritage floor space is less than 50% of the property's total floor space.*

The motion was put and carried

The votes were recorded as follows:

For: Crs Harley, Davidson and Deputy Lord Mayor Green

Against: Nil

Meeting Note: Cr Harley requested the size of the heritage floor space in the proposal. The Director Economic Development and Activation advised that an appendix containing this information will be provided to Elected Member.

Item 8.9 Bicentenary Project Feasibility Study – Project Overview and Funding Request from Perth Public Art Foundation

Moved by Cr Davidson, seconded by Deputy Lord Mayor Green

That Council:

1. ***APPROVES BY ABSOLUTE MAJORITY the request from Perth Public Art Foundation (PPAF) to enter into partnership to undertake an in-depth feasibility study for The Bicentenary Project and contribute a lump sum of \$50,000 City funding for this purpose; and***
2. ***NOTES that funding is subject to the mid-year budget review process.***

The motion was put and carried

The votes were recorded as follows:

For: Crs Harley, Davidson and Deputy Lord Mayor Green

Against: Nil

Meeting Note: Cr Davidson queried the status of the 2029 Strategic Community Plan and whether a formal program has been considered for the bicentenary ideas. The Director Economic Development and Activation advised that this will be taken on notice and update distributed to Elected Members.

9. Motions of which previous notice has been given

Nil

10. General Business

10.1 Responses to General Business from a Previous Meeting

Nil

10.2 New General Business

1. Department of Fire and Emergency Services (DEFS) Levy

Cr Harley queried the State Government DFES Levy and if it was considered to be too high, whether the City has an advocacy point to influence a potential reduction. The Manager Governance advised that this should be considered as an industry wide response through the Western Australia Local Government Association (WALGA).

2. Marketing Agency

Cr Harley requested whether Elected Members could be provided with a sum of the expenditure on the marketing agency indicated in the payments report. The Director Economic Development and Activation advised that this would be taken on notice and the specific expenditure provided to the Finance and Administration Committee.

3. Inner City Residential Rate Concession

Deputy Lord Mayor Green raised a query regarding the previous Inner City Residential Rate Concession Program that was used as a discounted rate offer to people who have purchased an apartment or dwelling in the city, encouraging more people to live in the city.

NOTICE OF MOTION

Moved by Deputy Lord Mayor Green, seconded by Cr Davidson

That the Administration provide the Finance and Administration Committee an information report on the previous inner city residential rate concession program and outline of its effectiveness to encourage residential take up in the city.

The motion was put and carried

The votes were recorded as follows:

For: Crs Harley, Davidson and Deputy Lord Mayor Green

Against: Nil

MOTION TO CLOSE THE MEETING

Moved by Deputy Lord Mayor, Green, seconded by Cr Davidson

That Council resolves to close the meeting to the public to consider Confidential matters in accordance with Section 5.23(2)(e)(ii) of the Local Government Act 1995.

The motion was put and carried

The votes were recorded as follows:

For: Crs Harley, Davidson and Deputy Lord Mayor Green

Against: Nil

5.12pm The meeting was closed to the public.

4. Cost / Benefit Analysis – Discounted Parking

NOTICE OF MOTION

Moved by Deputy Lord Mayor Green, seconded by Cr Davidson

That the Administration:

1. *investigates whether there are available funds in the current 2017/18 budget to commission a comprehensive analysis on the impact of discounted parking and promotions on attraction and activation to visit the city including the dwell time and spend of people who have visited, with particular reference to the following streets:*

- 1. *Royal Street, East Perth (Between Fielder Street and Trafalgar Road);***
- 2. *Lake Street (Between Newcastle Street and Roe Street);***
- 3. *James Street (Between William Street and Fitzgerald Street);*
*and***
- 4. *Hay Street (Between George Street and Thomas Street);***

2. *notes upon completion of this research, the Administration will provide a report back to the Finance and Administration Committee meeting to be held 6 February 2018.*

The motion was put and carried

The votes were recorded as follows:

For: Crs Harley, Davidson and Deputy Lord Mayor Green

Against: Nil

MOTION TO RE-OPEN THE MEETING

Moved by Cr Harley, seconded by Deputy Lord Mayor Green

That Council resolves to re-open the meeting to the public.

The motion was put and carried

The votes were recorded as follows:

For: Crs Harley, Davidson and Deputy Lord Mayor Green

Against: Nil

5.26pm The meeting was re-open to the public.

5. Council House Lights

Cr Davidson queried the status of updating the Council House LEDs. The Acting Manager Properties advised that a report indicating the progression towards replacement will be provided early 2018. The Chief Executive Officer advised that Elected Members will also be consulted through a Council Briefing.

6. Bike Lanes and Update on CCTV

The Director Community and Commercial Services advised the City can now infringe people stopping in bike lanes under the local law, with the exception of taxis. The Director advised that a Memorandum on the CCTV capital expenditure and a proposed map for future locations is also being prepared and will be distributed to Elected Members.

6. Audit Delay

The Director Corporate Services advised the Finance and Administration Committee that the audit has not yet been finalised from the external auditors and as a result, there is a delay in the Audit and Risk Committee Meeting.

11. Items for consideration at a future meeting**Outstanding Reports:**

- Council Policy 10.6 – Elected Member Expense Reimbursements (raised at FA 04/10/16, Special Workshop scheduled for 4 December 2017).

12. Closure

5.36pm The Presiding Member declared the meeting closed.