



City of Perth

**Finance and Administration  
Committee  
Minutes**

**6 February 2018  
4.00pm**

**Committee Room 1  
Level 9  
Council House**

**APPROVED FOR RELEASE**

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**MARTIN MILEHAM  
CHIEF EXECUTIVE OFFICER**



City of Perth

**Finance and Administration Committee  
Minutes**

**6 February 2018  
4.00pm**

**Committee Room 1  
Level 9  
Council House**

Minutes to be noted at the next Ordinary Council meeting.

<p><b>THESE MINUTES ARE HEREBY CERTIFIED AS NOTED PRESIDING MEMBER'S SIGNATURE</b></p> <p><i>[Handwritten Signature]</i></p> <p>-----</p> <p><b>DATE:</b> <i>24/4/2018</i></p> <p>-----</p>
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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, 6 February 2018.

**Members in Attendance:**

Cr Harley	Presiding Member
Deputy Lord Mayor Green	
Cr Davidson	

**Officers:**

Mr Mileham	Chief Executive Officer
Ms Battista	Director Economic Development and Activation
Mr Crosetta	Director Construction and Maintenance
Mr Mianich	Director Corporate Services
Ms Moore	Director Community and Commercial Services
Mr Landers	Manager Community Services
Mr Richards	Manager Finance
Mr Ridgwell	Manager Governance
Mr White	Chief Accountant
Ms Ferreira	Senior Management Accountant
Ms O'Brien	Governance Officer

**Observing**

Lord Mayor Scaffidi  
Cr Hasluck

**Guests and Deputations:**

Nil

1 member of the press.

**1. Declaration of Opening**

**4.00pm** The Presiding Member declared the meeting open.

**2. Apologies and Members on Leave of Absence**

Nil

**3. Question Time for the Public**

Nil

## 4. Confirmation of Minutes – 12 December 2017

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

*That the minutes of the meeting of the Finance and Administration Committee held on 12 December 2017 be confirmed as a true and correct record.*

*The motion was put and carried*

The votes were recorded as follows:

**For:** Deputy Lord Mayor Green, Crs Harley and Davidson

**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 Council resolve to close the meeting to the public prior to discussion of the following:

Attachment No.	Item No. and Title	Reason
Confidential Attachments 8.7A and 8.7B	Tender 055 17/18 - Lighting Upgrade at Regal Place and Citiplace Car Parks.	S5.23(2)(e)(ii)
Confidential Attachments 8.8A and 8.8B	Tender 052-17/18 – Temporary Personnel, Contract Labour and Recruitment.	S5.23(2)(e)(ii)
Confidential Attachment 8.11A	Paid Parking Impact Research Report	S5.23(2)(e)(ii)

8. Reports

**Item 8.1 Investments and Investment Returns for the Period Ended 30 November 2017**

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

*That the Finance and Administration Committee RECEIVES the report detailing investments and investment returns for the period ended 30 November 2017, as detailed in Attachment 8.1A of this Report.*

*The motion was put and carried*

The votes were recorded as follows:

**For:** Deputy Lord Mayor Green, Crs Harley and Davidson

**Against:** Nil

**Item 8.2 Investments and Investment Returns for the Period Ended 31 December 2017**

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

*That the Finance and Administration Committee RECEIVES the report detailing investments and investment returns for the period ended 31 December 2017, as detailed in Attachment 8.2A of this Report.*

*The motion was put and carried*

The votes were recorded as follows:

**For:** Deputy Lord Mayor Green, Crs Harley and Davidson

**Against:** Nil

**Item 8.3 Financial Statements and Financial Activity Statement for the Period Ended 30 November 2017.**

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

*That Council RECEIVES the Financial Statements and the Financial Activity Statement for the period ended 30 November 2017, as detailed in Attachment 8.3A of this Report.*

*The motion was put and carried*

The votes were recorded as follows:

**For:** Deputy Lord Mayor Green, Crs Harley and Davidson

**Against:** Nil

**Item 8.4 Financial Statements and Financial Activity Statement for the Period Ended 31 December 2017.**

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

*That Council RECEIVES the Financial Statements and the Financial Activity Statement for the period ended 31 December 2017, as detailed in Attachment 8.4A of this Report.*

*The motion was put and carried*

The votes were recorded as follows:

**For:** Deputy Lord Mayor Green, Crs Harley and Davidson

**Against:** Nil

**Meeting Note:** Cr Davidson requested information regarding the level of infrastructure spending in reserve following a recent article in the media regarding spending of local governments.

The Director Corporate Services advised the City has limited funds in reserve in comparison to the local governments referenced in the article.

**Meeting Note:** Cr Harley asked whether the capital expenditure in relation to the refurbishment of Council House was primarily for level five or also including level two.

The Director Corporate Services advised both levels were included.

**Meeting Note:** Cr Harley asked whether the desktop expenditure capital spending included the works in level five of Council House.

The Director Corporate Service advised that the desktop expenditure related to required replacements across Council House and included level five.

**Meeting Note:** Deputy Lord Mayor Green asked for clarification on what would happen with the capital expenditure that was not spent.

The Director Corporate Services advised that a report will come to the Finance and Administration Committee and then Council to request the budget for capital expenditure be amended. This will be discussed in further detailed during the Elected Member’s Budget Workshop.

**Item 8.5 Payments from Municipal and Trust Funds – November 2017.**

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

*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 November 2017, be RECEIVED and recorded in the Minutes of the Council, the summary of which is as follows:*

<i>FUND</i>	<i>PAID</i>
<i>Municipal Fund</i>	<i>\$ 19,065,060.18</i>
<i>Trust Fund</i>	<i>\$ 34,436.44</i>
<i>TOTAL:</i>	<i><u>\$ 19,099,496.62</u></i>

*The motion was put and carried*

The votes were recorded as follows:

**For:** Deputy Lord Mayor Green, Crs Harley and Davidson

**Against:** Nil

### Item 8.6 Payments from Municipal and Trust Funds – December 2017

*Moved by Deputy Lord Mayor Green, seconded 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 31 December 2017, be RECEIVED and recorded in the Minutes of the Council, the summary of which is as follows:*

<i>FUND</i>	<i>PAID</i>
<i>Municipal Fund</i>	<i>\$ 24,476,781.06</i>
<i>Trust Fund</i>	<i>\$ 27,000.77</i>
<i>TOTAL:</i>	<i><u>\$ 24,503,781.83</u></i>

*The motion was put and carried*

The votes were recorded as follows:

**For:** Deputy Lord Mayor Green, Crs Harley and Davidson

**Against:** Nil

### Item 8.7 Tender 055 17/18 - Lighting Upgrade at Regal Place and Citiplace Car Parks

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

*That, for Tender 55 17/18 - Lighting Upgrade at Regal Place and Citiplace Car Parks, Council:*

- 1. ACCEPTS the most suitable tender being that submitted by Goundrey Investments Pty Ltd trading as Techworks Electrical for Citiplace Car Park lighting upgrade at a total lump sum cost of \$392,000 (excluding GST) plus any additional variable costs not exceeding 10% of the contract sum; and*
- 2. ACCEPTS the most suitable tender being that submitted by Insight Electrical Technology Pty Ltd for Regal Place Car Park lighting upgrade at a total lump sum cost of \$210,360 (excluding GST) plus any additional variable costs not exceeding 10% of the contract sum.*

*The motion was put and carried*



The votes were recorded as follows:

**For:** Deputy Lord Mayor Green, Crs Harley and Davidson

**Against:** Nil

**Item 8.8 Tender 052-17/18 - Temporary Personnel, Contract Labour and Recruitment**

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

*That Council:*

1. ***ACCEPTS*** the most suitable tenders, being those submitted by the following in preferential order, to form a panel of pre-qualified suppliers in the sub categories listed for provision of temporary personnel, contract labour and recruitment for a period of three years, commencing 1 March 2018, with an option for a further two year extension, including relevant award increased, in accordance with Confidential Attachment 8.8A 'Confidential Schedule of Rates Comparison':

**1.1. Category A:**

**1.1.1. Sub Category 1- Unskilled:**

- 1.1.1.1. Hoban Recruitment;
- 1.1.1.2. Kelly Services; and
- 1.1.1.3. Blue Collar People.

**1.1.2. Sub Category 2 - Semi-Skilled:**

- 1.1.2.1. Blue Collar People;
- 1.1.2.2. Hoban Recruitment; and
- 1.1.2.3. Hays Specialist Recruitment Aust.

**1.1.3. Sub Category 3 – Trades:**

- 1.1.3.1. Hoban Recruitment;
- 1.1.3.2. Blue Collar People; and
- 1.1.3.3. Hays Specialist Recruitment Aust.

*(Cont'd)*

**1.1.4. Sub Category 4 – Corporate Administration:**

- 1.1.4.1. Hoban Recruitment;**
- 1.1.4.2. Rubicor Govt; and**
- 1.1.4.3. Talent International.**

**1.1.5. Sub Category 5 – Information and Communications Technology:**

- 1.1.5.1. Hoban Recruitment;**
- 1.1.5.2. Rubicor Govt; and**
- 1.1.5.3. DFP Recruitment.**

**1.1.6. Sub Category 6 – Planning and Regulatory:**

- 1.1.6.1. Hoban Recruitment;**
- 1.1.6.2. Rubicor Govt; and**
- 1.1.6.3. Hays Specialist Recruitment Aust.**

**1.1.7. Sub Category 7 – Engineering and Associated Professional:**

- 1.1.7.1. Rubicor Govt;**
- 1.1.7.2. Hays Specialist Recruitment Aust; and**
- 1.1.7.3. Hoban Recruitment.**

**1.1.8. Sub Category 8 – Other:**

- 1.1.8.1. Chandler Macleod;**
- 1.1.8.2. Hoban Recruitment; and**
- 1.1.8.3. Kelly Services.**

**1.2. Category B:**

**1.2.1. Sub Category 9 – Occasional Recruitment Services:**

- 1.2.1.1. Hoban Recruitment;**
- 1.2.1.2. Rubicor Govt; and**
- 1.2.1.3. Hays Specialist Recruitment Aust.**

**and**

- 2. AUTHORISES the Chief Executive Officer to negotiate and execute contracts for the provision of services.**

**The motion was put and carried**

The votes were recorded as follows:

**For:** Deputy Lord Mayor Green, Crs Harley and Davidson

**Against:** Nil

### **Item 8.9 Homeless Sector Review**

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

*That Council:*

1. ***ENDORSES the Homeless Sector Review and associated recommendations for the City of Perth as detailed in Attachment 8.9A; and***
2. ***NOTES the proposed initiatives for the next 18 months from February 2018 to June 2019 to progress work on the recommendations identified as part of the Homeless Sector Review.***

*The motion was put and carried*

The votes were recorded as follows:

**For:** Deputy Lord Mayor Green, Crs Harley and Davidson

**Against:** Nil

**Meeting Note:** Cr Davidson asked for details of the current status of the sponsorship of the Homelessness Connect event with Volunteering WA.

The Director Community and Commercial Services advised the agreement the Volunteering WA is two years into a three year commitment and the City will review the agreement to ensure it aligns with the City's strategy prior to its expiry and any changes recommended would be provided to Council to consider.

**Item 8.10 Draft City of Perth Reflect Reconciliation Action Plan 2018-2019**

*Moved by Cr Harley, seconded Cr Davidson*

*That Council:*

1. ***ADOPTS*** the Draft City of Perth Reflect Reconciliation Action Plan (RAP) 2018-2019 as detailed in Attachment 8.10A;
2. ***NOTES*** the Draft City of Perth Reflect Reconciliation Action Plan (RAP) 2018-2019 is required to be submitted to Reconciliation Australia for endorsement prior to implementation and will officially be launched in April 2018.

*The motion was put and carried*

The votes were recorded as follows:

**For:** Deputy Lord Mayor Green, Crs Harley and Davidson

**Against:** Nil

**Meeting Note:** Cr Harley requested that the Reconciliation Action Plan (RAP) attached as Attachment 8.10A be reviewed by the administration including at points 2.3 and 9.1 of the actions to ensure their clarity.

**Meeting Note:** Cr Davidson asked confirmation of the costs expended in developing the RAP.

The Manager Community Services advised approximately \$20,000 had been spent on facilitation and consultation.

**Meeting Note:** Cr Davidson asked when the RAP would be issued following Council endorsement.

The Manager Community Services advised the RAP would commence following endorsement from Reconciliation Australia which was anticipated to occur in March.

**Item 8.11 – Parking Review**

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

***That the Finance and Administration Committee:***

1. ***NOTES that the City has investigated and funds and can be made available in the current 2017/18 budget during the mid-year review to commission a comprehensive analysis on the impact of discounted funding with particular reference to the following streets:***
  - a. *Royal Street, East Perth;*
  - b. *Lake Street;*
  - c. *James Street; and*
  - d. *Hay Street.*
  
2. ***NOTES the interim draft report titled “City of Perth Paid Parking Impact Research (Confidential Attachment 8.11A)”***

***The motion was put and carried***

The votes were recorded as follows:

**For:** Deputy Lord Mayor Green, Crs Harley and Davidson

**Against:** Nil

**Meeting Note:** Cr Davidson asked the cost of producing the City of Perth Paid Parking Impact Research.

The Director Community and Commercial Services advised the cost was \$27,500.

**Meeting Note:** Deputy Lord Mayor Green asked when the methodology for the comprehensive analysis would be made available.

The Director Community and Commercial Services advised the methodology was anticipated shortly and Elected Members would be updated via Council Hub.

9. **Motions of which previous notice has been given**  
Nil

**10. General Business**

## 10.1 Responses to General Business from a Previous Meeting

- Request for update on Heritage Perth Funding Agreement (raised at FA on 12/12/17).

The Chief Executive Officer met with Heritage Perth on 16 January 2018 in relation to this matter. A report will be submitted to the Committee following receipt of a funding proposal from Heritage Perth.

- Request for costs of activation project 'Ninja warrior' (raised at FA on 14/11/17).

A response was provided to Deputy Lord Mayor Green on 15 November 2017 confirming the total cost is \$43,000 over three weekends.

- Inner City Residential Rate Concession (raised at FA on 14/11/17).

A memorandum titled Former City of Perth Residential Rate Concession dated 5 December 2017 was sent to Deputy Lord Mayor Green to provide the requested information and was uploaded to Council Hub on 1 February 2018.

## 10.2 New General Business

- Deputy Lord Mayor Green requested guidance on when it was appropriate to submit a Council motion as opposed to a motion at a Committee Meeting.

The Manager Governance advised it always recommended to submit a motion to Committee in the first instance to allow the administration sufficient time to report back to the Committee and consider the matter in sufficient detail.

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

- Council Policy 10.6 – Elected Member Expense Reimbursements (raised at FA 04/10/16)

A Special Workshop with Elected Members was held on 4 December 2017 with a briefing with Elected Members scheduled for 13 February 2018.

- Update on 2029 Bicentenary ideas (raised at FA 14/11/17).

The Director Economic Development and Activation advised an update would be uploaded to Council Hub.

- Comparative Analysis of Busking Fees (raised at FA on 12/12/17).

The Director Community and Commercial Services advised an update would be uploaded to Council Hub.

**12. Closure**  
**4.57pm**

The Presiding Member declared the meeting closed.