



**SHIRE OF PEPPERMINT GROVE**

**MINUTES OF THE**

**WORKS AND FINANCE  
COMMITTEE MEETING**

**TO BE HELD ON**

**16 July 2009**

# WORKS & FINANCE COMMITTEE MEETING

16 July 2009

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# MINUTES

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Minutes of the Shire of Peppermint Grove Works and Finance Committee held on 16 July 2009 in the Council Chambers, 1 Leake Street, Peppermint Grove, commencing at 4.30pm.

## **A1 DECLARATION OF OPENING AND RECORDING OF ATTENDANCE AND APOLOGIES**

The Presiding Member declared the meeting open at 4.30pm and called for the recording of attendance and apologies

Attendance: Cr A Grice, Presiding Member  
Cr B C Kavanagh, Member  
Cr D Ward, Member

G K Simpson, Chief Executive Officer  
P J Howard, Manager of Finance

Apologies: Cr M Lynn, Cr R Thomas

## **A2 DELEGATION OF VISITORS**

Nil

## **A3 QUESTIONS BY MEMBERS OF THE PUBLIC**

No questions by members of the public.

## **A4 DECLARATION OF INTEREST**

No declaration of interest.

**A5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

Moved Cr Kavanagh seconded Cr Ward that:

The Minutes of the Works and Finance Committee Meeting held on 8<sup>th</sup> June 2009, be confirmed as a true and accurate record of proceedings.

**CARRIED**

**A6 PROJECT REPORT LIST**

Distributed with the Agenda.

**FE FINANCE CONTROL & EXPENDITURE**

**FE FINANCE**

**FE1 ACCOUNTS FOR PAYMENT**

File Ref: ACC3  
Author: P J Howard, Manager Finance  
Date: 6 July 2009

**Purpose**

The purpose of this report is to obtain approval for cheques, electronic funds payments and direct debits drawn since the last report and accounts now presented for payment.

**Background**

Nil

**Report**

Appendix 4.1 lists details of all cheques drawn since the last report and accounts now presented for payment. The following summarises the cheques, electronic fund transfers, direct debits and accounts included in the list presented for payment.

MUNICIPAL FUND	PAYMENT TYPE	<u>AMOUNT</u>
	Cheque numbers 10099 – 10110 (inclusive)	
	Electronic Funds Transfers 2741 – 2807 (Inclusive)	
	Direct Debits 810 – 818 (inclusive)	
	<b>TOTAL</b>	<b>\$349,598.21</b>

**Policy Implications**

Nil

**Budget Implications**

Nil

**Committee Recommendation**

Moved Cr Grice seconded Cr Ward it be recommended to Council that:

The payment of the cheques, electronic funds payments and direct debits drawn and accounts presented for payment, be approved.

**CARRIED**

**FE2 FINANCIAL STATEMENTS**

File Ref: ACC3  
Author: P J Howard, Manager Finance  
Date: 6 July 2009

**Purpose**

The purpose of this report is to provide Council with the financial reports for the period ended 30 June 2009.

**Background**

Nil

**Report**

The financial reports are provided for the period ended 30 June 2009.

**Policy Implications**

Nil

**Budget Implications**

Nil

**Committee Recommendation**

Moved Cr Ward seconded Cr Kavanagh that:

The financial reports for the period ended 30 June 2009 be received and adopted.

**CARRIED**

**FE3 INVESTMENTS**

File Ref: INV1  
Author: P J Howard, Manager Finance  
Date: 6 July 2009

**Purpose**

The purpose of this report is to provide details of Council's investments as at 30 June 2009 including details of the investing authority and terms.

**Background**

Nil

**Report**

INVEST #	INVESTMENT	INVESTING AUTHORITY	DATE INVESTED	MATURITY DATE	TERMS	INTEREST RATE	AMOUNT
1	Reserve Fund	NAB	27.04.2009	27.07.2009	90 Days	3.60%	\$4,367,999.33
2	POS Fund	NAB	29.05.2009	29.06.2009	30 Days	3.19%	\$520,061.37
3	General Fund	NAB	29.05.2009	29.06.2009	30 Days	3.19%	\$230,434.04
<b>TOTAL</b>							<b>\$5,118,494.74</b>

For members information, it is advised that the Reserve Funds Investment at 29 June 2009 is comprised as follows:-

Staff Leave Reserve	\$ 24,110.33
Plant Replacement Reserve	\$ 172,798.93
Infrastructure/Building Reserve	\$3,903,492.82
Sitting Fee Reserve	\$ 29,607.95
Library Leave Reserve	\$ 42,760.23
Library Infrastructure Reserve	\$ 71,079.76
Road Reserve	\$ 124,149.32
	<u>\$ 4,367,999.33</u>

For Members information:

Works and Finance Committee Meeting  
16 July 2009

At the same period last year the reserve balances were as follows:

Staff Leave Reserve	\$ 20,893.20
Plant Replacement Reserve	\$ 165,270.28
Infrastructure/Building Reserve	\$3,851,743.05
Sitting Fee Reserve	\$ 21,614.10
Library Leave Reserve	\$ 37,679.04
Library Infrastructure Reserve	\$ 33,074.88
Road Reserve	\$ 60,791.52

\$ 4,191,066.06

For Members information:

Interest earnings of \$51,353.89 have been credited to the fund at maturity on 27 April, 2009. The fund has now been invested for a further three months to mature on 27 July 2009 (with interest of \$41,668.92). The Government guarantee on amounts held over \$1,000,000 has been taken up. The request for the government deposit guarantee has been lodged with the NAB and the resulting fee has not yet been applied.

\$60,000 part receipt in November of Black Spot funds was placed in the Road reserve on 27 April 2009. \$100,000 Federal Government infrastructure grant received in April was placed in the Infrastructure reserve on 27 April 2009. This transfer of \$160,000 brought the reserves to \$4,642,599.33.

On 29 May \$294,600 was transferred to the Municipal Operating account to cover YTD expenditure already paid on Capital Projects budgeted to be funded from Reserves. (From Infrastructure Reserve - \$100,000 PG office, \$110,000 MHP, \$51,000 PG share library; From Sitting Fee Reserve -\$13,600; From POS Reserve - \$20,000 POS Keane's Point reserve.)

Total amount held in Reserves as at 30 June 2009, was \$4,888,061 as shown in the Balance Sheet under heading Cash Restricted.

\$200,000 was transferred on 29 June 2009 from the Municipal term deposit account into the General Municipal banking account for general operating purposes. Balance of this fund as at 30 June 2009 is \$30,434.04. This amount held in the General term deposit is included in Cash At Bank on the Balance Sheet.

**Policy Implications**

Nil

**Budget Implications**

Nil

**Committee Recommendation**

Moved Cr Kavanagh seconded Cr Ward that:

The Investment Register for 30 June 2009 be received.

**CARRIED**

**FE4 DRAFT BUDGET 2009/2010**

File Ref: BUD4  
Author: P J Howard, Manager Finance  
Date: 6 July 2009

**Purpose**

The purpose of this report is to consider and adopt the draft budget for the 2009/2010 financial year.

**Background**

The first draft of the budget was presented at the Works and Finance Committee meeting on 8<sup>th</sup> June 2009 and the contents discussed.

**Report**

An overview of expenditure and income items was provided within the Budget papers presented at the 9 June meeting.

The Rate Setting Statement shows total revenue required from property rates of \$1,754,124. Total rates including interims less concessions and discounts raised last year were \$1,595,631. The proposed Rates revenue for 2009/10 represents a 9.00% increase on the rate in the dollar from 5.7476 cents in 2008/2009 to 6.2649 cents in 2009/2010 . Minimums will also increase by 9% to \$802.

Rating and valuation.

- a) Rate levy models will be presented at the Committee meeting.
- b) A minimum rate of \$802.00 is proposed.
- c) A discount of 5% has been proposed for early payment.
- d) The maximum penalty interest rate for late payment as set by statute of 11%.
- e) The rate instalment dates are:-

- First instalment Due date 11 September 2009
- Second instalment Due date 11 November 2009
- Third instalment Due date 11 January 2010
- Final instalment Due date 11 March 2010

A charge of \$30 per assessment is to be applied where people elect to pay by instalment.

A schedule of fees and charges incorporating GST where required is included in Part 2 of the Draft Budget papers.

**Policy Implications**

Nil

**Budget Implications**

Nil

**Committee Recommendation**

Moved Cr Kavanagh seconded Cr Ward that:

The Council adopt the 2009/2010 Budget with expenditure totalling \$8,555,739; revenue and carry forward items totalling \$6,801,615, with the balance required of \$1,754,124 to be made up from rates by:-

1. A rate levy of 6.2649 cents in the dollar to be set based on an increase of 9% over the rate in the dollar for 2008/2009.
2. Imposing a minimum rate of \$802.00 per assessment.
3. Allowing a discount of 5% on rates paid on or before 11 September 2009.
4. A levy of 11% to be imposed on money owing past the due date.
5. Payment of rates by instalment may be made for the following periods:-
  - First instalment Due date 11 September 2009
  - Second instalment Due date 11 November 2009
  - Third instalment Due date 11 January 2010
  - Final instalment Due date 11 March 2010

and

- 6 Council adopts the various fees and charges listed in Part 2 of the draft budget.

**CARRIED**

**FE5 LIBRARY PROJECT SUMMARY COSTS**

08/09 year All figures are exclusive of GST

	Cox	Davson Ward	Fundraising m'm	Brown McAllister	Josh Byrne	Misc	Western Pwr	Kooperman	J&S drilling	
										1,267,707
Jul-08	4,212	32,000				14,850				51,062
Aug-08	4,212					6,821				11,033
Sep-08	35,120									35,120
Oct-08	8,853									8,853
Nov-08	3,610				2,708					6,318
Dec-08	3,610					2,616	14,125	7,500		27,851
Jan-09	3,610									3,610
Feb-09	4,685					3,225		4,000		11,910
Mar-09	3,610				7,455			3,400		14,465
Apr-09	3,610					86		1,600		5,296
May-09	4,121							3,200.00		7,321
Jun-09										-
	79,254	32,000	-	-	10,163	27,599	14,125	19,700	-	\$ 1,450,548

**Payments under cost sharing arrangement**

	Cottesloe	MP	PG	PG Office	Total	
					1,267,707	b/f 07/08
Jul-08	17,943	20,403	3,907	8,809	51,062	
Aug-08	3,779	4,298	823	2,133	11,033	
Sep-08	12,030	13,680	2,620	6,791	35,120	
Oct-08	3,033	3,448	660	1,712	8,853	
Nov-08	2,164	2,461	471	1,222	6,318	
Dec-08	10,156	11,549	2,212	3,935	27,851	
Jan-09	1,237	1,406	269	698	3,610	
Feb-09	4,080	4,639	888	2,303	11,910	
Mar-09	5,567	6,330	1,212	1,355	14,465	
Apr-09	1,821	2,071	397	1,007	5,296	
May-09	2,508	2,852	546	1,416	7,321	
Jun-09						
TOTALS	\$ 64,318	\$ 73,138	\$ 14,005	\$ 31,380	\$ -	\$ 1,450,548

Total expended to date \$ 1,450,548

\$ 439,742 \$ 500,048  
Cott to date MP to date

PG to date \$ 328,965  
3 councils contributions \$ 1,268,755  
funded from reserves \$ 181,793  
\$ 1,450,548

**Committee Recommendation**

Moved Cr Kavanagh seconded Cr Ward that:

The report on Library Project Summary Costs be received.

**CARRIED**

**W WORKS**

**W1 QUOTES FOR CONSTRUCTION OF ROUNDABOUT – KEANE/VIEW STREET INTERSECTION**

File Ref: Ref: ROA3  
Author: G K Simpson, Chief Executive Officer  
Date: 26 June 2009

**Purpose**

The purpose of this report is to seek Councils acceptance of a quote and authorise construction to proceed.

**Background**

Council accepted the design and Porter Consulting Engineers sought quotations from 6 construction companies and 4 submitted a price.

A H Civil Engineering, the contractor who completed the View Street work for Presbyterian Ladies College and the Shire, submitted the most advantageous quote amounting to \$86,993.50. A capability performance statement has been sought from the preferred contractor.

**Report**

Council has been promoting the construction of the roundabout over several years (since 2003) and there are still local residents who have expressed strongly their objection to the proposal.

Letters of complaint and the Shires reply which were compiled with assistance of Porter Consulting Engineers have been circulated with the agenda papers as background information.

The additional cost from Western Power to relocate the street lights at the intersection is \$11,990.26. The budget allocation for the project is \$120,000.

**Policy Implication**

Nil.

**Budget Implication**

Nil. – Allowance has been made for the reinstatement of verges, reticulation and planting in the roundabout.

### **Committee Recommendation**

Moved Cr Kavanagh seconded Cr Ward that Council:

1. Accept the quotation of A H Civil Engineering for the construction of the roundabout at \$86,993.50.
2. Accept the quotation of Western Power for the relocation of the street lights.
3. Accept the fee of Porter Consulting Engineers to supervise the project \$5,000.

**CARRIED**

### **FOP OPERATIONAL ISSUES**

#### **FOP1 RANGER REPORT - (May/June)**

File Ref: LAW3  
Author: A Jackson, Ranger  
Date: 7 July 2009

##### 1 Activity Statistics

	<b>PARKING</b>	<b>DOGS</b>
Infringements	-	-
Written cautions	16	21
Verbal cautions	13	27
Vehicle tow notices	7	-
Impounded vehicles	-	-
Dogs Impounded	-	-
Barking complaints	-	-
Dog attacks	-	-
Dogs Returned to Owners	-	11

##### 2 Current Issues

- 22 hours patrol
- Animal Supervision on parks and reserves
- Parking patrols in all school areas morning and evening
- Monitoring trades vehicles on building sites

**Committee Recommendation**

Moved Cr Grice seconded Cr Ward that:

The information be received.

**CARRIED**

**FOP2 AMALGAMATION UPDATE**

File Ref: REG 19  
Author: Phil Howard, Manager of Finance  
Date: 17 July 2009

**Community consultation re Local Government amalgamations**

Catalyse Pty Ltd has been approached to prepare a survey of local residents. It is proposed to hold a meeting of the Amalgamation Committee at 3pm on Tuesday 21 July 2009 with representatives of Catalyse Pty Ltd present to discuss the process.

**CLOSURE**

There being no further business the meeting closed at 5.25pm.

These minutes were confirmed as a true and accurate record of proceedings at the Works and Finance Committee meeting held on 10 August 2009.

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Presiding Member

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Date