

SHIRE OF PEPPERMINT GROVE

MINUTES OF THE

**WORKS AND FINANCE
COMMITTEE MEETING**

HELD ON

14 APRIL 2009

WORKS & FINANCE COMMITTEE MEETING

14 April 2009

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MINUTES

Minutes of the Shire of Peppermint Grove Works and Finance Committee held on 14 April 2009 in the Council Chambers, 1 Leake Street, Peppermint Grove, commencing at 3.05pm.

A1 DECLARATION OF OPENING AND RECORDING OF ATTENDANCE AND APOLOGIES

Note: In the absence of Cr Grice, Cr M C Lynn was elected as Presiding Member for this meeting and declared the meeting open at 3.05pm

Attendance: Cr B C Kavanagh, Shire President, Member
Cr M C Lynn, Member
Cr R Thomas, Member
Cr D Ward, Deputy Member
G K Simpson, Chief Executive Officer
P J Howard, Manager Finance
F Gerhard, Executive Officer

Apology: Cr A Grice, Presiding Member

A2 DELEGATION OF VISITORS

No delegation of visitors

A3 QUESTIONS BY MEMBERS OF THE PUBLIC

No questions by members of the public.

A4 DECLARATION OF INTEREST

No declarations 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 9 March 2009 be confirmed as a true and accurate record of proceedings.

CARRIED

A6 PROJECT REPORT LIST

Distributed with the agenda papers.

FE FINANCE CONTROL & EXPENDITURE

FE1 ACCOUNTS FOR PAYMENT

File Ref: ACC3
Author: P J Howard, Manager Finance
Date: 8 April 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 10053 – 10073 (inclusive)	
	Electronic Funds Transfers 2520 – 2595 (Inclusive)	
	Direct Debits 785 – 792 (inclusive)	
	TOTAL	\$256,517.90

Policy Implications

Nil

Budget Implications

Nil

Committee Recommendation

Moved Cr Thomas 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: 8 April 2009

Purpose

The purpose of this report is to provide Council with the financial reports for the period ended 31 March 2009.

Background

Nil

Report

The financial reports are provided for the period ended 31 March 2009.

Policy Implications

Nil

Budget Implications

Nil

Committee Recommendation

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

The financial reports for the period ended 31 March 2009 be received and adopted.

CARRIED

FE3 INVESTMENTS

File Ref: INV1
Author: P J Howard, Manager Finance
Date: 8 April 2009

Purpose

The purpose of this report is to provide details of Council's investments as at 31 March 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	27.01.2009	27.04.2009	90 Days	4.70%	\$4,431,245.44
2	POS Fund	NAB	27.02.2009	30.03.2009	31 Days	3.16%	\$535,934.85
3	General Fund	NAB	27.02.2009	30.03.2009	31 Days	3.16%	\$428,642.54

TOTAL \$5,395,822.83

For members information, it is advised that the Reserve Funds Investment at 31 January 2009 is comprised as follows:-

Staff Leave Reserve	\$ 23,454.32
Plant Replacement Reserve	\$ 171,173.84
Infrastructure/Building Reserve	\$4,017,296.72
Sitting Fee Reserve	\$ 42,943.10
Library Leave Reserve	\$ 42,298.54
Library Infrastructure Reserve	\$ 70,674.48
Road Reserve	\$ 63,404.43
	<u>\$ 4,431,245.44</u>

For Members information:

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

Staff Leave Reserve	\$ 19,402.26
Plant Replacement Reserve	\$ 163,084.30
Infrastructure/Building Reserve	\$ 219,118.26
Sitting Fee Reserve	\$ 21,187.20
Library Leave Reserve	\$ 36,934.85
Library Infrastructure Reserve	\$ 32,421.61
Road Reserve	<u>\$ 59,590.83</u>
	<u>\$ 551,739.31</u>

For Members information:

Interest earnings of \$73,924.98 have been credited to the fund at maturity on 27 January, 2009. Budgeted transfers to reserves of \$49,400 together with library surplus of \$10,178 have been transferred from the Cash Maximiser term deposit and added to the Reserve fund on 27 January, 2009. The fund has now been invested for a further three months to mature on 27 April 2009 with the Government guarantee on amounts held over \$1,000,000 being taken up. The request for the government deposit guarantee has been lodged with the NAB and the resulting fee will be reported in the May meeting.

Total amount held in Reserves as at 1st March 2009, is \$4,967,180 as shown in the Balance Sheet under heading Cash Restricted.

The Amount of \$428,642.54 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 it be recommended to Council that:

The Investment Register for 31 March 2009 be received.

CARRIED

FE4 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										-
May-09										-
Jun-09										-
	71,523	32,000	-	-	10,163	27,513	14,125	14,900	-	\$ 1,437,931
Payments under cost sharing arrangement										
	Cottesloe	MP	PG	PG Office		Total				
Jul-08	17,943	20,403	3,907	8,809		1,267,707	b/f 07/08			
Aug-08	3,779	4,298	823	2,133		51,062				
Sep-08	12,030	13,680	2,620	6,791		11,033				
Oct-08	3,033	3,448	660	1,712		35,120				
Nov-08	2,164	2,461	471	1,222		8,853				
Dec-08	10,156	11,549	2,212	3,935		6,318				
Jan-09	1,237	1,406	269	698		27,851				
Feb-09	4,080	4,639	888	2,303		3,610				
Mar-09	5,567	6,330	1,212	1,355		11,910				
Apr-09						14,465				
May-09						-				
Jun-09						-				
TOTALS	\$ 59,989	\$ 68,215	\$ 13,063	\$ 28,958	\$ -	\$ 1,437,931				
				Total expended to date		\$ 1,437,931				
	\$ 435,413	\$ 495,125		PG to date	\$ 325,599					
	Cott to date	MP to date		3 councils contributions	\$ 1,256,137					
				funded from reserves	\$ 181,793					
					\$ 1,437,931					

Committee Recommendation

Moved Cr Kavanagh seconded Cr Thomas it be recommended to Council that:

- 1 The report on Library Project Summary Costs be received.
- 2 The Manager of Finance be requested to report to the next Works and Finance Committee on the actual costs permitted to be recouped from the Library Project and the distribution ratio agreed to.

CARRIED

W WORKS

W1 ROADS TO RECOVERY 3

File Ref: GRA3
Author: G K Simpson, Chief Executive Officer
Date: 7 April 2009

Purpose

The purpose of this report is to bring to Council's attention that the Federal Government has extended the Roads to Recovery Program for a further five years.

Background

There has been two previous Road to Recovery Programs (R2R) which are funded over a quinquennium, however for small local governments application can be made to take the whole amount in one project.

Report

It is suggested that as R2R funds have to be spent within a gazetted road reserve funds in the 2009/10 budget be redefined to fund The Esplanade project from the R2R allocation of \$49,433 and rates be utilized for the Right of Way.

Policy Implications

Nil

Budget Implications

The projects will be part of budget discussions.

Committee Recommendation

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

Application be made to source the Roads to Recovery funds in one bulk figure to use on road resealing.

CARRIED

W2 RIGHT OF WAY – PERMEABLE PAVEMENT

File Ref: ROA8
Author: G K Simpson, Chief Executive Officer
Date: 7 April 2009

Purpose

The purpose of this report is to bring to Council's attention the report of Porter Consulting Engineers on the suggested surface to be used in the Right of Ways.

Background

Porter Consulting Engineers reported to the Shire in July 2008 that to construct, seal, drain and illuminate the right of ways for a width of four metres and the total length of 200 metres would amount to approximately \$180,000 - \$220,000 which is clearly beyond the Shire's ability to fund in one budget.

Report

The project commenced with the request to upgrade the surface of the right of way extending in an easterly direction for the shopping centre car park between Leake Street and Irvine Street, however the study widened to include what type of surface was recommended. A copy of the Porter's report is attached to the agenda.

Regular vehicle usage in the right of way for people using rear entrance to their properties is limited to the first 100 metres which will cover from 26R Leake Street to 34R Leake Street. The scope of work will require raising the sewerage pit lids, introducing additional soakwell capacity, boxing out and filling with road base and final sealing for a width of four metres. It is not suggested overhead lighting be installed but it may be affordable to include bollard lighting.

Policy Implications

Acceptance of the concept of bitumen sealing of right of ways will set policy for the future upgrading of the ROW surfaces.

Budget Implications

The cost of sealing and drainage will need to be funded from rates.

Reconstruction of The Esplanade is not considered to be necessary and there will be surplus carried over as the suggested repair and overlay will be less costly than the \$80,000 allocated. Additional funds can be allocated in the 2009/10 budget.

Committee Recommendation

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

Sealing and draining as per Porter's recommendation for the first 100 metres of the Right of Way running eastwards from the shopping centre carpark be listed in the draft budget for 2009/10.

CARRIED

W3 PROPOSED ROUNDABOUT KEANE/VIEW STREET

File Ref: ROA3/ROA4
Author: G K Simpson, Chief Executive Officer
Date: 8 April 2009

Purpose

The purpose of this report is to inform Council of the outcome of the direct consultation with residents living in the vicinity of the intersection.

Background

A copy of the proposed roundabout plan was forwarded to twenty-six properties close to the intersection and the closure of the comments period only two comments were submitted.

Report

One resident supported the proposal and referred to it as excellent and much needed. The second resident stated:

However, my experience with roundabouts is that most cars approach the intersection on a "rolling" basis. This would be a disaster if approaching the intersection coming up the hill on Keane Street.

Because of the restricted visibility of this approach it is important to come to a complete stop and very carefully ease into the intersection to be sure of avoiding a collision.

The Shire should consider restricting the parking on the East side of View Street near this intersection to improve road coming up Keane Street.

The Shire should not put in the roundabout because it is not a level arrival point from all 4 directions.

The rules on approaching a roundabout require a driver to give way to all traffic on the roundabout and provided they approach the intersection at a reasonably cautious speed difference in levels will not be a problem because all vehicles have equal give way/right of way. Parking has been restricted to improve sight distance.

Policy Implications

Nil

Budget Implications

The projected cost is below the budgeted figure.

Committee Recommendation

Moved Cr Kavanagh seconded Cr Thomas it be recommended to Council that subject to the total project cost being within budget -

Council engage Porter Consulting Engineers to –

- 1 seek competitive quotations to construct the roundabout
- 2 supervise the construction project

CARRIED

W4 REQUEST FOR REMOVAL OF STREET TREE

File Ref: TRE1
Author: G K Simpson, Chief Executive Officer
Date: 9 April 2009

Purpose

The purpose of this report is to seek Council's approval to remove a young street tree from the verge of 23 Johnston Street.

Background

A change to the position of the ground level undercroft garage on the new home being constructed on the North West corner of Johnston and Venn Streets has resulted in the owners shifting the position of the driveway and altering the front fence.

Report

Inspection of the property has shown that the fence was not being built according to the approved plan but this matter is now going to be rectified.

The proposed driveway is to come out directly south of the garage opening and the crossover at the footpath edge will curve in a south westerly direction and enter Johnston Street near the western boundary of the property.

The position of the young tree is almost in the middle of the driveway and whilst it may be possible to reverse out past the tree now it will rapidly expand in trunk size and become a hazard.

The owners are very keen to see the existing old tree on the street corner given extra water in the hope that will now flourish.

Policy Implications

Nil. It has been a management practice to resist the removal of good quality trees however, the young tree has been damaged and the old tree on the verge is in a poor state.

Budget Implications

Costs should be borne by the developer.

Committee Recommendation

Moved Cr Ward seconded Cr Thomas it be recommended that:

Mr & Mrs Metcalf be advised that because the need to remove the young street tree is a result of the development, Council requires that:

- 1 two new advanced trees be established on the Johnston Street verge, with one being in the truncated corner and the other being on the eastern side of the fence opening
- 2 the old tree and the young tree be removed
- 3 all costs be covered by the owner and depositing a bond of \$2,500.00 to be lodged with the Shire

CARRIED

FOP OPERATIONAL ISSUES

FOP1 RANGER REPORT - March 2009

File Ref: LAW3
Author: A Jackson, Senior Ranger
Date: 2 April 2009

1 Activity Statistics

	PARKING	DOGS
Infringements	1	0
Written cautions	14	11
Verbal cautions	7	13
Vehicle tow notices	3	-
Impounded vehicles	0	-
Dogs Impounded	-	0
Barking complaints	-	0
Dog attacks	-	0
Dogs Returned to Owners	-	3

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
- Security Patrols (Council Buildings)

Committee Recommendation

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

The information be received.

CARRIED

CLOSURE

There being no further business the meeting closed at 4.28pm

These minutes were confirmed as a true and accurate record of proceedings at the Works and Finance Committee held on 11 May 2009.

Presiding Member

Date