



SHIRE OF PEPPERMINT GROVE

MINUTES

OF THE

**WORKS AND FINANCE
COMMITTEE MEETING**

HELD ON

8th JUNE 2009

WORKS & FINANCE COMMITTEE MEETING

9 JUNE 2009

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SHIRE OF PEPPERMINT GROVE

MINUTES

Minutes of the Shire of Peppermint Grove Works and Finance Committee meeting held on 8th June 2009 in the Council Chambers, 1 Leake Street Peppermint Grove commencing at 5.00pm.

A1 DECLARATION OF OPENING AND RECORDING OF ATTENDANCE AND APOLOGIES

ELECTION OF MEETING PRESIDING MEMBER

In the absence of the Committee Presiding Member Cr Lynn was duly elected as Presiding Member for the meeting.

The Presiding Member declared the meeting open at 5.00pm and called for the recording of attendance and apologies

Attendance: Cr M C Lynn, Presiding Member
Cr B C Kavanagh, Shire President, Member
Cr R L Thomas, Member
G K Simpson, Chief Executive Officer
P J Howard, Manager Finance

Apology: Cr A Grice, Presiding Member

A2 DELEGATION OF VISITORS

Nil

A3 QUESTIONS BY MEMBERS OF THE PUBLIC

Nil

A4 DECLARATION OF INTEREST

Nil

A5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Moved Cr Thomas, seconded Cr Kavanagh that:

The Minutes of the Works and Finance Committee Meeting held on 11 May 2009 be confirmed as a true and accurate record of proceedings.

CARRIED

A6 PROJECT REPORT LIST

Presented to the Meeting.

FE FINANCE CONTROL & EXPENDITURE

FE1 ACCOUNTS FOR PAYMENT

File Ref: ACC3
Author: P J Howard, Manager Finance
Date: 3 June 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 10094 – 10098 (inclusive)	
	Electronic Funds Transfers 2673 – 2740 (Inclusive)	
	Direct Debits 802 – 809 (inclusive)	
	TOTAL	\$202,903.02

Policy Implications

Nil

Budget Implications

Nil

Committee Recommendation

Moved Cr Thomas seconded Cr Kavanagh 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 May 2009

Purpose

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

Background

Nil

Report

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

Policy Implications

Nil

Budget Implications

Nil

Committee Recommendation

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

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

CARRIED

FE3 INVESTMENTS

File Ref: INV1
Author: P J Howard, Manager Finance
Date: 3 June 2009

Purpose

The purpose of this report is to provide details of Council's investments as at 31 May 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	29.04.2009	29.05.2009	30 Days	3.07%	\$518,656.16
3	General Fund	NAB	29.04.2009	29.05.2009	30 Days	3.07%	\$229,811.40
TOTAL							\$5,116,466.89

For members information, it is advised that the Reserve Funds Investment at 31 May 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:

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

Staff Leave Reserve	\$ 20,371.56
Plant Replacement Reserve	\$ 164,647.88
Infrastructure/Building Reserve	\$3,826,631.96
Sitting Fee Reserve	\$ 21,481.27
Library Leave Reserve	\$ 37,447.49
Library Infrastructure Reserve	\$ 32,871.62
Road Reserve	\$ 60,417.93

\$ 4,163,869.71

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 31 May 2009, was \$4,886,655 as shown in the Balance Sheet under heading Cash Restricted.

Balance of the general fund (rates and other income in term deposit) as at 31 May 2009 is \$229,811.40. 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 Thomas seconded Cr Kavanagh it be recommended to Council that:

The Investment Register for 31 May 2009 be received.

CARRIED

FE4 ASSET WRITE OFFS 2008/2009

File Ref: ASS2
Author: P J Howard, Manager Finance
Date: 3 June 2009.

Purpose

The purpose of this report is to submit to Council asset write offs for the 2008/09 financial year for approval.

Background

It was recommended as best practice in the Audit management letter for 2004/2005 that all assets written off the asset register be approved by council resolution.

Report

The following assets were written off the Assets Register in 2008/2009:

CAVALIER 1966 PORTACABIN

PUMP MANNERS HILL PARK

CAVALIER 1994 PORTACABIN CRIBROOM

BOX TRAILER

ISUZU TIP TRUCK-8IW157

SUBARU FORESTER 1CHI794

RODEO 4x2 1CHQ585

HOLDEN STATESMAN 1CJE054

FAIRMONT GHIA SEDAN 1CON729

HOLDEN UTILITY 1CRV382

Policy Implications

As above

Budget Implications

Nil

Committee Recommendation

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

The above list of assets written off be approved by Council.

CARRIED

FE5 DRAFT BUDGET 2009/2010

File Ref: BUD4
Author: P J Howard, Manager Finance
Date: 27 May 2009

Purpose

The purpose of this report is to present to Council a program of income and expenditure items to be included in the draft budget to be presented at the July round of Council meetings.

Background

Nil

Report

2008/2009

The Rate Setting Statement shows an estimated carry over of \$60,527 for the 2008/2009 financial year. This figure includes an estimated \$3,816 Library surplus.

Building and Planning fees were subdued this year and did not meet budget targets. A number of grants have been received with the major ones placed in reserves.

Manners Hill Park works have been completed, work has begun on the Keane's Point Playground redevelopment, the sinking of the pump station and Keane's Point toilet block. The Library/Administration Development is proceeding with \$150,000 being spent in 08/09 towards Peppermint Grove's share of consultants fees.

2009/2010

Operating Expenditure

Major items of Operational Expenditure are outlined below:

PROGRAM: GOVERNANCE

A/c 1040150 Salaries: It is proposed to provide salary increases to Administration staff of 3.75% being CPI for Perth to December 2008. This is in line with the budgeted amount approved for library staff in April 2009 at the Combined Library budget Committee meeting.

A/c 1040320 Legal Expenses: Provision of legal opinions is budgeted at \$50,000. Review of Local Laws is budgeted at \$20,000.

A/c 1040330, Computer maintenance: \$12,000 is budgeted for website maintenance.

A/c 1040360, Newsletters and annual reports: \$10,000 is budgeted for regular, high quality newsletters.

A/c 1040380 Consultants: \$90,000 is allocated to Consultants including \$55,000 to WESROC projects.

PROGRAM: LAW ORDER AND PUBLIC SAFETY, EDUCATION AND WELFARE,

A/c 1050130: \$1,000 donation is again budgeted for the Cat Haven.

A/c 1050230: A total of \$35,000 is budgeted towards Community and Security Program part funded by government grant funds.

A/c 1060000: Funds are provided for Chaplaincy Shenton College, Safety education in Schools, Constable Care program and the Life Ed Van.

A/c 108090, Aged Persons Services: \$1,200 is budgeted towards Seniors Internet training to be held at St Hilda's College

A/c 108020, Disability Access and Inclusion Plan: \$2,000 is budgeted for this plan.

A/c 1080100: TAPPS \$10,143 is budgeted for TAPPS.

PROGRAM: COMMUNITY AMENITIES

A/c 1100000, Domestic Refuse Collection: Rubbish tip fees increased by \$30,000 to \$83,000 due to 300% increase in State land fill levy.

A/c 1100400, Town Planning: \$60,000 is budgeted for the completion of the statutory review of the Town Planning Scheme. \$10,000 is budgeted for a business plan of options regarding development of the Johnston St sump.

PROGRAM: RECREATION AND CULTURE

A/c 1110300, Community and Recreation Projects: \$5,000 is allocated to a Claremont Boardwalk study, \$22,747 is budgeted as a donation to the Yacht Club and the Tennis Club.

A/c 1111700: \$21,000 is budgeted for the Oral History project and the Literature prize in partnership with the Town of Mosman Park and the Town of Cottesloe.

A/c 1110480: \$5,000 has been allocated for cleanup of the Bowling Club site.

PROGRAM: TRANSPORT

A/c 1120820: \$16,700 is budgeted for a traffic management study.

CAPITAL EXPENDITURE

A/c 1040630: New Administration Office, \$3,070,000 to be funded from Reserves.

A/c 1040650: Purchase of Plant (Motor Vehicles) – a cash allowances for the changeover of administration vehicle has been made of \$9,900 funded from rates income.

A/c 1110610: Furniture and Equipment (Parks) – Replacement of Barbeque, seating and provision of additional street furniture have been provided at a total \$15,000.

A/c 1110615: Keane's Point foreshore and Playground will be redeveloped at a cost of \$450,000 with \$350,000 from POS reserves and the remainder being the Federal Infrastructure grant of \$100,000.

A/c 1110620: Keane Street Public Conveniences – New toilet block. Cost \$120,000 to be funded from POS money.

A/c 1110640: New Library building : Peppermint Grove share \$1,037,800, to be funded from Reserve funds.

A/c 1120040: Road Construction – Reconstruct the Esplanade – Keane St to Irvine St (funded from rates), \$60,000 contract, construction of new roundabout Cnr Keane St and View St, \$124,000 (begun 08/09, funded from rates), and reseal Roads to Recovery project, \$49,433; Stirling Hwy – Johnston St intersection works, \$60,000 - Black Spot funding.

A/c 1120100: Misc Traffic and Roadworks –provision of traffic calming measures, \$25,000; Sealing Right of Ways, \$100,000 and Street lighting project, \$100,000. All projects funded from reserves.

A/c 1140650: Purchase of Plant. The following plant items are budgeted to be purchased: Replacement of 2006 Holden Rodeo – estimated changeover \$4,000. Purchase of Outfront mower \$30,000. Items funded from rates. Changeover of Library vehicle, \$10,000 – funded from Library reserves.

OPERATING INCOME

The Rate Setting Statement shows total revenue required from property rates of \$1,756,565. This represents an increase of 9% on last year’s rate in the dollar. Minimum rates will rise from \$736 to \$802.

CPI to March 31, 2009 for Perth for the preceding 12 months was 2.1%. The General Construction index to March 31 was 2.9%. Local Government Cost index was 2.4%.

The local government cost index uses a combination of the CPI and the General Construction Index WA (70% and 30% respectively) and provides an indication of those changes in the WA economy that relate more closely to the functions of local government.

The rate increase of 9% takes into account the Local Government Cost index and the need of the shire to meet its responsibility to provide enhanced services to the community.

Total Gross Rental Valuations now stand at \$28,322,738.

The effect of the budgetary provisions is detailed below:

	2008/2009	2009/2010
Rate in \$ / \$ GRV	5.7476 cents	6.2649 cents
Minimum Rate	\$736	\$802

Most other income items remain unchanged from the previous year and estimates are provided in the attached Schedule of Fees and Charges .

Policy Implications

Nil

Budget Implications

Discussions from these items will assist in preparation of the annual budget.

Committee Recommendation

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

The items discussed be noted for inclusion in the annual budget.

CARRIED

FE6 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
Jul-08	4,212	32,000				14,850			1,267,707
Aug-08	4,212					6,821			51,062
Sep-08	35,120								11,033
Oct-08	8,853								35,120
Nov-08	3,610				2,708				8,853
Dec-08	3,610					2,616	14,125	7,500	6,318
Jan-09	3,610								27,851
Feb-09	4,685					3,225		4,000	3,610
Mar-09	3,610				7,455			3,400	11,910
Apr-09	3,610					86		1,600	14,465
May-09									5,296
Jun-09									-
	75,133	32,000	-	-	10,163	27,599	14,125	16,500	-
									\$ 1,443,227
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									
Jun-09									
TOTALS	\$ 61,810	\$ 70,286	\$ 13,459	\$ 29,965	\$ -	\$ 1,443,227			
						Total expended to date			\$ 1,443,227
	\$ 437,235	\$ 497,196		PG to date	\$ 327,003				
	Cott to date	MP to date			3 councils contributions	\$ 1,261,434			
					funded from reserves	\$ 181,793			
						\$ 1,443,227			

Committee Recommendation

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

The report on Library Project Summary Costs be received.

CARRIED

W WORKS

FOP OPERATIONAL ISSUES

FOP1 RANGER REPORT

No report for month of May.

CLOSURE

There being no further business the meeting closed at 6.39 pm.

These minutes were confirmed as a true and accurate record of proceedings at the Works and Finance Committee held on 13 July 2009.

Presiding Member

Date