

**SHIRE OF PEPPERMINT GROVE**

**MINUTES OF THE**

**WORKS AND FINANCE  
COMMITTEE MEETING**

**HELD ON**

**9 FEBRUARY 2009**

**WORKS & FINANCE COMMITTEE MEETING**  
**9 February 2009**

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## SHIRE OF PEPPERMINT GROVE

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### MINUTES

Minutes of the Works and Finance Committee Meeting held on 9<sup>th</sup> February 2009 in Council Chambers, 1 Leake Street, Peppermint Grove commencing at 5.00pm.

#### **PROTOCOL STATEMENT**

Council recognizes that it is permissible to record the Shire's Council and Committee Meeting in the written, sound, vision medium (or any combination of the mediums) when open to the public, however, people who intend to record meetings are requested to inform the Presiding Member of their intention to do so.

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

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

Attendance: Cr Alix Grice, Presiding Member  
Cr B C Kavanagh, Member  
Cr M C Lynn, Member

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

#### **A2 DELEGATION OF VISITORS**

There were no delegations for this meeting

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

There were no questions asked by Members of the Public

#### **A4 DECLARATION OF INTEREST**

There were declarations of interest.

**A5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

Moved Cr Lynn seconded Cr Kavanagh that:

The Minutes of the Works and Finance Committee Meeting held on 8 December 2008 be confirmed as a true and accurate record of proceedings.

**CARRIED**

**A6 PROJECT REPORT LIST**

Attached with the Agenda Papers.

**FE FINANCE CONTROL & EXPENDITURE**

**FE1 ACCOUNTS FOR PAYMENT – DECEMBER 2008**

File Ref: ACC3  
Author: P J Howard, Manager Finance  
Date: 22 January 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 FE1 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 10004 – 10019 (inclusive)	
	Electronic Funds Transfers 2326 – 2410 (Inclusive)	
	Direct Debits 761 – 768 (inclusive)	
	<b>TOTAL</b>	<b>\$353,573.64</b>

**Policy Implications**

Nil

**Budget Implications**

Nil

**Committee Recommendation**

Moved Cr Kavanagh seconded Cr Lynn 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**

**FE1A ACCOUNTS FOR PAYMENT – JANUARY 2009**

File Ref: ACC3  
Author: P J Howard, Manager Finance  
Date: 3 February 2009

**Purpose**

The purpose of this report is to obtain approval for cheques drawn since the last report and accounts now presented for payment.

**Background**

Nil

**Report**

Appendix FE2 lists details of all cheques drawn since the last report and accounts now presented for payment. The following summarises the cheques, accounts and direct debits included in the list presented for payment.

MUNICIPAL FUND	PAYMENT TYPE	<u>AMOUNT</u>
	Cheque numbers 10020 – 10036 (inclusive)	
	Electronic Funds Transfers 2411 – 2462 (Inclusive)	
	Direct Debits 769 – 776 (inclusive)	
	<b>TOTAL</b>	<b>\$305,935.31</b>

**Policy Implications**

Nil

**Budget Implications**

Nil

**Committee Recommendation**

Moved Cr Kavanagh seconded Cr Lynn it be recommended to Council that -

The payment of the cheques drawn and accounts presented for payment be approved.

**CARRIED**

**FE2 FINANCIAL STATEMENTS – DECEMBER 2008**

File Ref: ACC3  
Author: P J Howard, Manager Finance  
Date: 22 January 2009

**Purpose**

The purpose of this report is to provide Council with the financial reports for the period ended 31 December 2008.

**Background**

Nil

**Report**

The financial reports are provided for the period ended 31 December 2008.

**Policy Implications**

Nil

**Budget Implications**

Nil

**Committee Recommendation**

Moved Cr Lynn seconded Cr Kavanagh it be recommended to Council that -

The financial reports for the period ended 31 December 2008 be received and adopted.

**CARRIED**

**FE3 FINANCIAL STATEMENTS – JANUARY 2009**

File Ref: ACC3  
Author: P J Howard, Manager Finance  
Date: 3 February 2009

**Purpose**

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

**Background**

Nil

**Report**

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

**Policy Implications**

Nil

**Budget Implications**

Nil

**Committee Recommendation**

Moved Cr Lynn seconded Cr Kavanagh it be recommended to Council that -

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

**CARRIED**

**FE4 INVESTMENTS – DECEMBER 2008**

File Ref: INV1  
Author: P J Howard, Manager Finance  
Date: 22 January 2009

**Purpose**

The purpose of this report is to provide details of Council's investments as at 31 December, 2008, 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	28.10.2008	27.01.2009	91 Days	6.90%	\$4,297,279.36
2	POS Fund	NAB	01.12.2008	31.12.2008	30 Days	4.61%	\$529,039.44
3	General Fund	NAB	01.12.2008	31.12.2008	30 Days	4.61%	\$623,437.53
4	Cash Maximiser	NAB	13/11/2008	27.01.2009	75 Days	5.25%	\$59,578.00

**TOTAL \$5,509,334.33**

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

Staff Leave Reserve	\$ 2,222.69
Plant Replacement Reserve	\$ 168,658.69
Infrastructure/Building Reserve	\$ 3,949,356.96
Sitting Fee Reserve	\$ 22,161.86
Library Leave Reserve	\$ 38,633.94
Library Infrastructure Reserve	\$ 33,913.08
Road Reserve	\$ 62,332.14
	\$ <u>4,297,279.36</u>

The Reserve fund has been reinvested for a further 3 months with interest earnings of \$73,924.98 to be 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 placed in a Cash Maximiser term deposit and will be added to the Reserve fund on 27 January, 2009.

For Members information:

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

Staff Leave Reserve	\$ 18,222.25
Plant Replacement Reserve	\$ 207,855.33
Infrastructure/Building Reserve	\$ 215,572.09
Sitting Fee Reserve	\$ 20,844.31
Library Leave Reserve	\$ 36,385.65
Library Infrastructure Reserve	\$ 31,479.02
Road Reserve	\$ <u>58,626.42</u>
	\$ <u>588,985.06</u>

For Members information:

Total amount held in Reserves as at 31 December, 2008, is \$4,885,897 as shown in the Balance Sheet under heading Cash Restricted.

POS interest of \$2,004.56 for December will be credited to the POS reserve in January.

\$200,000 was transferred on 31 December 2008 from the Municipal term deposit account into the General Municipal banking account for general operating purposes. Balance of this fund as at 31 December is \$623,437.53. 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 Lynn it be recommended to Council that -

The Investment Register for 31 December 2008 be received.

**CARRIED**

**FE5 INVESTMENTS – JANUARY 2009**

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

**Purpose**

The purpose of this report is to provide details of Council's investments as at 31 January 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	28.10.2008	27.01.2009	91 Days	6.90%	\$4,371,204.34
2	POS Fund	NAB	31.12.2008	30.01.2009	32 Days	4.35%	\$532,942.67
3	General Fund	NAB	31.12.2008	30.01.2009	32 Days	4.35%	\$625,666.54
4	Cash Maximiser	NAB	13/11/2008	27.01.2009	75 Days	5.25%	\$59,578.00
<b>TOTAL</b>							<b>\$5,589,391.55</b>

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

Staff Leave Reserve	\$ 22,991.22
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	<u>\$ 3,404.43</u>
	<u>\$ 4,430,782.34</u>

For Members information:

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

Staff Leave Reserve	\$ 18,623.96
Plant Replacement Reserve	\$ 208,804.56
Infrastructure/Building Reserve	\$ 216,860.26
Sitting Fee Reserve	\$ 20,968.87
Library Leave Reserve	\$ 36,585.15
Library Infrastructure Reserve	\$ 31,821.42
Road Reserve	<u>\$ 58,976.75</u>
	<u>\$ 592,640.97</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.

Total amount held in Reserves as at 31 January, 2009, is \$4,963,725.01 as shown in the Balance Sheet under heading Cash Restricted. The amount of \$625,666.54 held in the General Term Deposit is included in Cash At Bank on the Balance Sheet.

National Australia Bank has advised that the Federal Government has imposed a fee of between 70 basic point and 150 basic points on every dollar above the \$1m threshold that customers want guaranteed.

For NAB a fee of 70 bps will apply because of NAB's AA Credit Rating.

In Peppermint Grove case, this means that interest earned would be reduced from 4.7% to 4.00%. This will reduce the interest earned for 90 days to 27 April 2009 by \$5,922 from \$51,353 to \$45,431.

**Policy Implications**

Nil

**Budget Implications**

Nil

**Committee Recommendation**

Moved Cr Kavanagh seconded Cr Lynn it be recommended to Council that -

- 1 The Investment Register for 31 January 2009 be received.
- 2 Council take up the Federal Governments offer to guarantee deposits for funds in excess of \$1m at the fee of 70 basic points per dollar deposited.

CARRIED

**FE6 WRITE – OFF RATES AND ESL INTEREST**

File Ref: RAT12  
Author: P J Howard, Manager Finance  
Date: 22 January 2009

**Purpose**

The purpose of this report is to obtain Council's approval to write off rates interest and ESL interest totaling \$69.53 on Assessment numbers 1910, 2484, 5310, 6549, 5330, 6545 and 6547, Peppermint Grove.

**Background**

Nil

**Report**

The respective owners were not responsible for interest accrued due to changes of ownership which left small totals of interest outstanding when paid at settlement.

**Policy Implications**

Nil

**Budget Implications**

Nil

**Committee Recommendation**

Moved Cr Lynn seconded Cr Kavanagh it be recommended to Council that -

Council approve the write off of rates interest and ESL interest totaling \$69.53 on Assessment numbers 1910, 2484, 5310, 6549, 5330, 6545 and 6547, Peppermint Grove.

**CARRIED**

**FE7 CONSULTANTS FEES LIBRARY PROJECT**

See next page

Works and Finance Committee Meeting  
9 February 2009

08/09 year All figures are exclusive of GST										
	Cox	Davson Ward	Fundraising miment	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										-
Feb-09										-
Mar-09										-
Apr-09										-
May-09										-
Jun-09										-
	59,618	32,000	-	-		24,287	14,125	7,500	-	\$ 1,407,945
<b>Payments under cost sharing arrangement</b>										
	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						-				
Feb-09						-				
Mar-09						-				
Apr-09						-				
May-09						-				
Jun-09						-				
TOTALS	\$ 49,105	\$ 55,839	\$ 10,693	\$ 24,601	\$ -	\$ 1,407,945				
						Total expended to date				\$ 1,407,945
	\$ 424,530	\$ 482,749				PG to date				\$ 318,873
	Cott to date	MP to date				3 councils contributions				\$ 1,226,152
						funded from reserves				\$ 181,793
										\$ 1,407,945

**Committee Recommendation**

Moved Cr Lynn seconded Cr Kavanagh it be recommended to Council that -

The report on Consultancy Fees for the Library Project be received.

**CARRIED**

**FE8 FINANCIAL ESTIMATES 2008/09**

See next page



### **Purpose**

The purpose of this application is to seek Council's approval for changes to the footpath alignment and position of the crossover at 113 Forrest Street in Peppermint Grove.

### **Background**

The previous development on the southern side of Forrest Street at the Stirling Highway intersection had two crossovers into Forrest Street with one being retained as a visitor parking bay.

### **Report**

The applicant has requested: -

- Two cream washed aggregate crossovers to the property being approved
- The footpath be realigned to swing away from the property line
- To allow the new section of the footpath to be grey washed aggregate to match the existing footpath width
- The verge to be reinstated and reticulated with buffalo or couch grass
- Approval to install cream washed aggregate block paving from the front gate of units 1-4 to be new footpath

This request has the benefit of allowing a greater separation between pedestrians and vehicles leaving the property. The fence between 113 and 115 Forrest Street is not truncated and would be a potential conflict point between pedestrians and vehicles because of the lack of clear sight lines.

### **Policy Implications**

Nil – meets the verge planting policy and Council does not have a formal policy on footpath surfaces, the usual practice is for grey in the residential area.

### **Budget Implications**

Nil – the proposed cost of the work will be at the developer's expense.

### **Committee Recommendation**

Moved Cr Lynn seconded Cr Kavanagh it be recommended to Council that -

The approval be granted to Euro Form Constructions to construct a new footpath in the front of 113 Forrest Street, two crossovers and verge treatment in accordance with Cottage & Engineering Surveys plan 161762 dated 14/11/06 subject to: -

- 1 the works to be completed to the satisfaction of the Shire and being at the developer's cost.

- 2 the verge treatment, reticulation and verge crossover and footpath being maintained at the cost of the strata company.

**CARRIED**

## **FOP OPERATIONAL ISSUES**

### **FOP1 RANGER REPORT - (December 2008 and January 2009)**

File Ref: LAW3  
Author: A Jackson, Ranger  
Date: 5 February 2009

#### 1 Activity Statistics

	<b>PARKING</b>	<b>DOGS</b>
Infringements	0	0
Written cautions	19	32
Verbal cautions	11	13
Vehicle tow notices	5	-
Impounded vehicles	0	-
Dogs Impounded	-	0
Barking complaints	-	0
Dog attacks	-	0
Dogs Returned to Owners	-	1

#### 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
- 9 cautions for littering around building sites and
- 3 x Fines of \$200- for littering

### **Committee Recommendation**

Moved Cr Lynn seconded Cr Kavanagh it be recommended to Council that -

The information be received.

**CARRIED**

**FOP2 AMENDED PLAN – KEANE STREET/VIEW ST ROUNDABOUT**

File Ref: RES3  
Author: G K Simpson, Chief Executive Officer  
Date: 9 March 2009

**Purpose**

The purpose of this report is to seek Councils support for the amended plan of the roundabout to be constructed in the Keane Street and View Street intersection.

**Background**

Councillors at the December meeting of the Works and Finance Committee expressed their concern about the number of trees marked for removal on the detailed design for the proposed roundabout.

Porter Consulting Engineers were asked to reconsider the design with a view to saving as many trees as possible.

**Report**

The current concept shows that the design has been reduced in size and only one tree marked for removal.

Preliminary costing for construction is estimated at \$79,500 plus \$4350 for Main Roads WA signage and line marking. There will also be costs for relocating street lights.

**Policy Implications**

Nil

**Budget Implications**

Nil

**Committee Recommendation**

Moved Cr Kavanagh seconded Cr Lynn it be recommended to Council that -

- 1 Council endorse the amended detailed design of the roundabout for the intersection of Keane and View Streets
- 2 The detailed design be submitted to adjacent residents for comment.

**CARRIED**

**CLOSURE**

There being no further business the meeting closed at 6.45pm.

These minutes were confirmed as a true and accurate record of proceedings at the Works and Finance Committee held on 9<sup>th</sup> March 2009.

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Presiding Member

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Date