

SHIRE OF PEPPERMINT GROVE

AGENDA FOR THE

**WORKS AND FINANCE
COMMITTEE MEETING**

TO BE HELD ON

14 APRIL 2009

WORKS & FINANCE COMMITTEE MEETING

14 April 2009

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE
A1	DECLARATION OF OPENING AND RECORDING OF ATTENDANCE AND APOLOGIES	3
A2	DELEGATION OF VISITORS	3
A3	QUESTIONS BY MEMBERS OF THE PUBLIC	3
A4	DECLARATION OF INTEREST	3
A5	CONFIRMATION OF MINUTES OF PREVIOUS MEETING	4
A6	PROJECT REPORT LIST	4
FE	FINANCE CONTROL & EXPENDITURE	4
FE1	ACCOUNTS FOR PAYMENT	4
FE2	FINANCIAL STATEMENTS	5
FE3	INVESTMENTS	6
FE4	LIBRARY PROJECT SUMMARY COSTS	8
W	WORKS	9
W1	ROADS TO RECOVERY 3	9
W2	RIGHT OF WAY – PERMEABLE PAVEMENT	9
W3	PROPOSED ROUNDABOUT KEANE/VIEW STREET	11
W4	REPORT FOR REMOVAL OF STREET TREE	12
FOP	OPERATIONAL ISSUES	13
FOP1	RANGER REPORT - March 2009	13
CLOSURE		14

SHIRE OF PEPPERMINT GROVE

NOTICE OF WORKS & FINANCE COMMITTEE MEETING

Dear Committee Member

The next meeting of the Shire of Peppermint Grove Works and Finance Committee will be held on **14 April 2009** in the Council Chambers, 1 Leake Street, Peppermint Grove, **commencing at 3.00pm**

Graeme K Simpson
Chief Executive Officer

AGENDA

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

A2 DELEGATION OF VISITORS

A3 QUESTIONS BY MEMBERS OF THE PUBLIC

A4 DECLARATION OF INTEREST

A5 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

Recommended

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.

A6 PROJECT REPORT LIST

Attached as Appendix A6.

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

Recommendation

That

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

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

Recommendation

That

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

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	\$ 59,590.83
	<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 31st 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

Recommendation

That

The Investment Register for 31 March 2009 be received.

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			
						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						-			
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				

Recommendation

That

The report on Library Project Summary Costs be received.

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.

Recommendation

That

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

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.

Recommendation

That

Sealing and draining of 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.

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.

Recommendation

That

Council engage Porter Consulting Engineers to –

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

W4 REPORT 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.

Recommendation

That

Mr & Mrs Metcalf be advised that because the need to remove the young street tree is a result of the development and Council prefers 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 developer.

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)

Recommendation

That

The information be received.

CLOSURE