

TOWN OF COTTESLOE



WORKS AND CORPORATE SERVICES COMMITTEE

MINUTES

**MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE
109 BROOME STREET, COTTESLOE
6.00 PM, TUESDAY, 9 DECEMBER 2014**

CARL ASKEW
Chief Executive Officer

10 December 2014

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WORKS AND CORPORATE SERVICES COMMITTEE

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1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member announced the meeting opened at 6:21 PM.

2 DISCLAIMER**3 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION**

Nil

4 PUBLIC QUESTION TIME**4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

Nil

4.2 PUBLIC QUESTIONS

Nil

5 PUBLIC STATEMENT TIME

Nil

6 ATTENDANCE**Present**

| | |
|------------------|------------------|
| Cr Robert Rowell | Presiding Member |
| Mayor Jo Dawkins | |
| Cr Helen Burke | |
| Cr Peter Jeanes | |
| Cr Sally Pyvis | |
| Cr Philip Angers | |

Officers Present

| | |
|--------------------|--|
| Mr Carl Askew | Chief Executive Officer |
| Mr Mat Humfrey | Manager Corporate & Community Services |
| Mr Doug Elkins | Manager Engineering Services |
| Mrs Siobhan French | Administration and Governance Officer |

Gallery

Media (1)

6.1 APOLOGIES

Nil

Officer Apologies

Nil

6.2 APPROVED LEAVE OF ABSENCE

Nil

6.3 APPLICATIONS FOR LEAVE OF ABSENCE

Nil

7 DECLARATION OF INTERESTS

Nil

8 CONFIRMATION OF MINUTES

Moved Cr Angers, seconded Cr Burke

[Minutes November 18 2014 Works and Corporate Services Committee.docx](#)

The Minutes of the Ordinary meeting of the Works And Corporate Services Committee, held on 18 November 2014 be confirmed.

Carried 6/0

9 PRESENTATIONS**9.1 PETITIONS**

Nil

9.2 PRESENTATIONS

Nil

9.3 DEPUTATIONS

Nil

The Presiding Member considered the reports as per the published order of the agenda.

The following items were dealt with en bloc:

10.2.1 Statutory Financials for the Period 1 July 2014 to 30 November 2014

10.2.2 Schedules of Investments and Loans as at 30 November 2014

10.2.3 List of Accounts for the month of November 2014

10.2.4 Rates and Sundry Debtors as at 30 November 2014

10 REPORTS

10.1 ADMINISTRATION

10.1.1 ADOPTION OF THE 2013/2014 ANNUAL REPORT AND ANNUAL GENERAL ELECTORS MEETING

File Ref: SUB/19
Attachments: [Annual Report 2013 2014](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Mat Humfrey
Manager Corporate and Community Services
Proposed Meeting Date: 09 December 2014
Author Disclosure of Interest: Nil

SUMMARY

A recommendation is made to accept the Annual Report for the 2013/14 financial year and to hold the Annual General Electors Meeting on Wednesday, 28 January 2015.

BACKGROUND

The Annual Report (see attached) is made up of a number of reports including those of the Mayor and CEO, an overview of the Strategic Community Plan, the annual financial statements, the auditor's report and other statutory and prescribed reports and information. The last General Meeting of Electors was held on Wednesday, 29 January 2014.

STRATEGIC IMPLICATIONS

The Town is now well placed to proceed with capital upgrades and improvements. The Town's reserves are sound and its assets are generally well maintained. This combination means that with well planned projects, the Town can move forward on some of the more pressing capital improvements required.

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

The relevant sections of the *Local Government Act 1995* read as follows:

5.27. Electors' general meetings

- (1) *A general meeting of the electors of a district is to be held once every financial year.*
 - (2) *A general meeting is to be held on a day selected by the local government but not more than 56 days after the local government accepts the annual report for the previous financial year.*
-

- (3) *The matters to be discussed at general electors' meetings are to be those prescribed.*

5.29. Convening electors' meetings

- (1) *The CEO is to convene an electors' meeting by giving -*

(a) at least 14 days' local public notice; and

(b) each council member at least 14 days' notice, of the date, time, place and purpose of the meeting.

- (2) *The local public notice referred to in subsection (1)(a) is to be treated as having commenced at the time of publication of the notice under section 1.7(1)(a) and is to continue by way of exhibition under section 1.7(1)(b) and (c) until the meeting has been held.*

5.53. Annual reports

- (1) *The local government is to prepare an annual report for each financial year.*

- (2) *The annual report is to contain -*

(a) a report from the mayor or president;

(b) a report from the CEO;

[(c), (d) deleted]

(e) an overview of the plan for the future of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year;

(f) the financial report for the financial year;

(g) such information as may be prescribed in relation to the payments made to employees;

(h) the auditor's report for the financial year;

(ha) a matter on which a report must be made under section 29(2) of the Disability Services Act 1993;

(hb) details of entries made under section 5.121 during the financial year in the register of complaints, including -

(i) the number of complaints recorded in the register of complaints;

(ii) how the recorded complaints were dealt with; and

(iii) any other details that the regulations may require; and

(i) such other information as may be prescribed.

5.54. Acceptance of annual reports

(1) *Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.*

** Absolute majority required.*

(2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.*

5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

Regulations 15 and 19B of the *Local Government (Administration) Regulations, 1996* require that:

15. Matters for discussion at general electors' meetings s. 5.27(3)

For the purposes of section 5.27(3), the matters to be discussed at a general electors' meeting are, firstly, the contents of the annual report for the previous financial year and then any other general business.

19B. Annual report to contain information on payments to employees s.5.53(2)(g)

For the purposes of section 5.53(2)(g) the annual report of a local government for a financial year is to contain the following information -

(a) *the number of employees of the local government entitled to an annual salary of \$100 000 or more;*

(b) *the number of those employees with an annual salary entitlement that falls within each band of \$10 000 over \$100 000.*

FINANCIAL IMPLICATIONS

The higher than expected surplus at the end of the financial is a result of many factors, but the main factors are:

1. The timing of capital projects, most of which will progress to completion in the 2014/2015 financial year.
2. There were several revenue streams that recorded higher than budgeted income, in particular planning and building fees were higher than expected as were parking revenues.
3. Administration have focused on maintaining the lowest level of operational expenses possible, while ensuring that all possible revenue streams are maximized. This focus does result in operating improvements which allow funds to be reallocated to capital projects.

The cost to produce, print and distribute the Annual Report and report summary is approximately \$8,000 and is accommodated within the 2014/15 Budget.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

The Town has undertaken several sustainability projects in the 2013/2014 financial year, the most notable of which was the installation of the photovoltaic cells on the Cottesloe Civic Centre. This has dramatically reduced the Council's consumption of grid electricity, saving both money and emissions.

CONSULTATION

The Annual Report is presented to the Annual Electors Meeting for the community to be able to comment. At this stage, the Annual Electors Meeting is proposed for Wednesday 28 January 2015.

STAFF COMMENT

Overall, the 2013/2014 financial year was a very positive one. With rates increasing only 3.8%, the Town was still able to achieve a surplus and set funds aside for transfer to reserves for future capital projects. The 2013/2014 financial year provided the platform for the current financial year, where the rate increase was kept comparatively low while several new carparks have been constructed and funds set aside for capital improvements in the Town Centre.

There have been several changes to the requirements for the annual report, the most notable of which are the changes required to the ratios presented. The Town is now required to present a measure of the required capital works in its Asset Management Plans, against the budgeted works in the Long Term Financial Plan. Both of these plans span 10 years and represent a considerable amount of work to put in place.

One of the new ratio's provides an indication of how well Council is planning on maintaining its assets. The guidelines suggest a ratio of above 0.95 means that the Council's assets are being maintained. While the report shows a ratio of 1.05 (a very good result) the administration caution against simply relying on this ratio alone. While the Town's assets have been well maintained, simply comparing what is in two very long term plans should not be used to provide comfort and assets should continue to be regularly inspected.

A second new ratio requires the Town to compare its depreciation against its expenditure on asset upgrades and renewals. The Town's result in this ratio was lower than expected, although the ratio is deficient in one area. By simply comparing expenditure vs depreciation, the ratio discriminates against local governments who've recently renewed assets (such as the Town). As an example, the Town in recent years invested heavily in replacing many drainage sumps at its own expense. These new drainage works are depreciating, but the Town is not spending any funds on them as they are brand new. The ratio should be modified so that the net allocations to reserves for asset maintenance are included in the expenditure on asset replacement and renewal – if this were done the Town's ratio would look far more favourable.

Another significant change in this year's financials, but one that is much harder to see, is the change to the way the Town's assets are valued. Last year the Town was required to revalue all plant and equipment at fair value. The Town was also required to recognise a value for the land on which Seaview Golf Course sits for the first time. These two changes had an impact on the Town's balance sheet and operating statement, but not a significant one.

This year, the Town was required to revalue all of its land and buildings to fair value. As the Town has some land assets, which were purchased decades ago, this change has had a material impact on the Town's balance sheet and operating statement. This is a one off and will not likely be repeated in any time soon. When looking at the statements, the operating statement in particular, it would be best to set aside the impact of these changes to see a more realistic result for the Town.

Fair Value accounting essentially involves assessing what an asset is actually worth to the Town, rather than simply looking at what the asset cost to acquire. While the shift is simple enough at a conceptual level, it does represent a change to the very basis of how assets are accounted for, a basis that has been in place since accounting began as a profession. As the shift is so significant, it is being introduced asset class at a time. In this year's report, all land and buildings have been revalued to fair value. Next year, the last asset class will be revalued – which is infrastructure. As the Town's infrastructure is routinely replaced, it is not expected to have the same impact as land and buildings.

While the change to fair value accounting will have no impact on the cash position of the Town, it will have an effect on significant non-cash items, such as depreciation, equity and profit/loss on the sale of assets.

Analysis of the ratios presented within the financial reports will show that several of the Town's ratios should be closely watched. The asset sustainability ratio, debt service cover ratio, operating surplus ratio and asset consumption ratio are all below the recommended guidelines. While this would normally be cause for concern, the Town does have a plan in place to correct all four ratios. The proceeds from the sale of depot will allow the Town to retire most of its debt. The interest and capital repayments will then be redirected to asset renewals. The reduced interest payments will create an operating surplus that will return that ratio to within the recommended guidelines, as well as all but eliminating debt servicing, hence also correcting that ratio. The increase in asset renewals each year will correct the asset sustainability ratio. However, the asset consumption ratio will remain at the lower end of the acceptable range even with this change, until some major assets are renewed. According to the recently adopted Depot Funds Strategy, this will occur in the next 2 to 3 years, at which point this ratio will also be well within the recommended guidelines.

Aside from these changes, the format and content of the annual financial reports is largely unchanged. There are no other apparent concerns or trends within the results and the Town can continue on this path, sustainably, for some time into the future.

There are many other reports that are required to be contained within the Annual Report, from reports on the Disability Access and Improvements Plan, statements on compliance with the National Competition Policy as well as reports from each of the

managers and the Chief Executive Officer. There are no apparent concerns within any of these reports.

The second part to this agenda item is to consider when the Town will hold its Annual General Meeting of Electors. The meeting cannot be more than 56 days from the Council meeting at which the Annual Report is adopted. To comply with these requirements, it is proposed that the Annual General Meeting of Electors be held on Wednesday 28 of January 2015.

VOTING

Absolute Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Rowell

THAT Council accept the Annual Report for 2013/14 as attached and set the Annual General Meeting of Electors for 7:00pm on Wednesday 28 January 2015.

Carried 6/0

10.1.2 TOWN OF COTTESLOE CORPORATE BUSINESS PLAN 2014 - 2018

File Ref: SUB/1688
Attachments: [Corporate Business Plan 2014 2018](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Mat Humfrey
Manager Corporate & Community Services
Proposed Meeting Date: 09 December 2014
Author Disclosure of Interest: Nil

SUMMARY

Council is being presented the final draft of the Town's first Corporate Business Plan for consideration.

BACKGROUND

The State Government's Integrated Planning and Reporting Framework (IPRF) requires that the Town have two plans that effectively replace the previous requirement to have a Plan for the Future. The two plans are the Strategic Community Plan and the Corporate Business Plan.

Council adopted the Strategic Community Plan in December 2013. Since then two other plans have been developed and endorsed by Council, being the Long Term Financial Plan and the Work Force Plan. The Corporate Business Plan seeks to link the operation plans and the Strategic Community Plan, in essence, providing a pathway from where the Town currently is, to where the community aspires for it to be.

STRATEGIC IMPLICATIONS

The Corporate Business Plan sets out the projects and actions that are required for the Town to achieve the strategies set out in the Strategic Community Plan.

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Local Government Act 1995 at section 5.56 requires each local government to have a Plan for the Future.

Local Government (Administration) Regulations from regulation 19C to 19D outlines the requirements for local governments to consider in forming and adopting their Plan for the Future (Strategic Community Plan and Corporate Business Plan).

FINANCIAL IMPLICATIONS

The costs associated with the writing and advertising of this plan can be met with current operation budgets.

STAFFING IMPLICATIONS

Nil

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

The projects and actions outlined in this plan have been developed in consultation with senior staff and Council. A workshop was held in November at which a list of projects and actions were discussed.

If the recommendation below is adopted, the plan will be advertised during the remainder of December, January and early February. The plan will then be represented along with any submission received for final adoption.

The Strategic Community Plan, from which the strategies that form the basis of this plan come, was subject to extensive community consultation, prior to adoption.

STAFF COMMENT

The Corporate Business Plan (CBP) provides the framework for the Town to achieve the aspirations of the community, as set out in the Strategic Community Plan. It is informed by the Workforce Plan, Long Term Financial Plan and the rolling five year Works Plans.

The CBP will be reviewed on an annual basis as required by the *Local Government (Administration) Regulations 1996*. Every four years, when the Strategic Community Plan is fully reviewed, the Corporate Business Plan will also likely need a full review.

The Corporate Business Plan attached to this report has been formulated following several strategic achievements this year. They include finalising the sale of the former depot site and the Gazettal of Local Planning Scheme 3. Importantly, the reform process that was started by the State Government in 2012, has also concluded. The outcome of the process for Cottesloe was that the recommendation of the Local Government Advisory Board was rejected, meaning the process has effectively stalled for the Town. This moves the importance of the CBP ahead of any further reform preparation or planning.

The Corporate Business Plan contains a number of projects that will have a great benefit to the community. This includes major refurbishments and renovations at the beachfront, further enhancements and improvements within the Town Centre as well as putting together strategies to improve east connectivity and grade separation of level crossings.

While the Regulations do not specifically require advertising of the Corporate Business Plan, it is seen as appropriate under the Town's Community Consultation Policy to advertise the CBP and allow the community to make submissions on it before final adoption. As such the recommendation is to authorise the Chief Executive Officer to advertise the plan and to seek submissions on it.

VOTING

Simple Majority

COMMITTEE DISCUSSION

Committee commended the Town's staff on their efforts in creating the Corporate Business Plan.

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Angers

THAT Council authorise the Chief Executive Officer to advertise the draft Corporate Business Plan as attached to the Works and Corporate Services Committee Agenda of 9 December 2014 and to call for public submissions on it.

Carried 6/0

10.2 FINANCE

10.2.1 STATUTORY FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2014 TO 30 NOVEMBER 2014

File Ref: SUB/1878
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 09 December 2014
Author Disclosure of Interest: Nil

SUMMARY

The purpose of this report is to present the Statutory Financial Statements and other supporting financial information to Council for the period 1 July 2014 to 30 November 2014.

BACKGROUND

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Financial reporting is a statutory requirement under the Local Government Act 1995.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Statement of Financial Activity on page 1 of the attached Financial Statements shows unfavourable operating revenue of \$7,910,949 or 88% less than year to date budget. All material variances are detailed in the Variance Analysis Report on pages 7 to 10 of the attached Financial Statements. Operating expenditure is \$951,943 or 19% less than year to date budget and Capital expenditure, which is detailed on pages 28 to 32, is \$324,350 or 39% more than year to date budget.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Angers

THAT Council receive the Statutory Financial Statements as submitted to the 9 December 2014 meeting of the Works and Corporate Services Committee.

Carried 6/0

10.2.2 SCHEDULES OF INVESTMENTS AND LOANS AS AT 30 NOVEMBER 2014

File Ref: SUB/1878
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 09 December 2014
Author Disclosure of Interest: Nil

SUMMARY

The purpose of this report is to present to Council the Schedule of Investments and the Schedule of Loans as at 30 November 2014, as included in the attached Financial Statements.

BACKGROUND

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Financial reporting is a statutory requirement under the Local Government Act 1995.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Schedule of investments on page 21 of the attached Financial Statements shows that \$5,636,633.05 was invested as at 30 November 2014. Approximately 32% of the funds were invested with National Australia Bank, 26% with Commonwealth bank of Australia, 25% with Bankwest and 17% with Westpac Bank.

The Schedule of Loans on page 22 of the attached Financial Statements shows a balance of \$5,326,361.52 as at 30 November 2014. Included in this balance is \$178,989.81 that relates to self supporting loans.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Angers

THAT Council receive the Schedule of Investments and the Schedule of Loans as at 30 November 2014. These schedules are included in the attached Financial Statements as submitted to the meeting of the Works and Corporate Services Committee on 9 December 2014.

Carried 6/0

10.2.3 LIST OF ACCOUNTS FOR THE MONTH OF NOVEMBER 2014

File Ref: SUB/1878
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 09 December 2014
Author Disclosure of Interest: Nil

SUMMARY

The purpose of this report is to present to council the list of accounts paid for the month of November 2014, as included in the attached Financial Statements as presented to the meeting of the Works and Corporate Services Committee on 9 December 2014.

BACKGROUND

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Financial reporting is a statutory requirement under the Local Government Act 1995.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The list of accounts paid for the month of November 2014 is included on pages 11 to 17 of the attached Financial Statements. The following significant payments are brought to Council's attention:-

- \$133,391.45 to LGIS being insurance premiums
 - \$28,015.10 to Hartland Investments Pty Ltd being concrete repairs at Seaview Golf Club
 - \$162,658.10 to the Shire of Peppermint Grove for Council's quarterly contribution to the library
-

- \$30,344.28 to Surf Life Saving WA for the monthly life saving contract
- \$86,027.61 to T-Quip for road sweeping vehicle
- \$53,019.02 to Roads 2000 for road construction works
- \$47,246.99 to Perthwaste Green Recycling for waste collection services
- \$105,667.47 & \$86,832.97 to the Town of Cottesloe staff for payroll
- \$200,000.00 to National Australia Bank being a transfer to the investment account

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Angers

THAT Council receive the list of accounts paid for the month of November 2014 as included in the attached Financial Statements, as submitted to the 9 December 2014 meeting of the Works and Corporate Services Committee.

Carried 6/0

10.2.4 RATES AND SUNDRY DEBTORS REPORTS AS AT 30 NOVEMBER 2014

File Ref: SUB/1878
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 09 December 2014
Author Disclosure of Interest: Nil

SUMMARY

The purpose of this report is to present to Council the Rates and Sundry Debtors Reports as at 30 November 2014, as included in the attached Financial Statements.

BACKGROUND

Nil

STRATEGIC IMPLICATIONS

Nil

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Financial reporting is a statutory requirement under the Local Government Act 1995.

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

The Sundry Debtors Report on pages 23 to 25 of the attached Financial Statements shows a total balance outstanding of \$99,298.77 as at 30 November 2014. Of this amount, \$86,471.75 is less than sixty days old with the balance of aged debtors being \$12,827.02.

The Rates and Charges Analysis on page 26 of the attached Financial Statements shows a total balance outstanding of \$2,660,622.98 as at 30 November 2014 of which \$544,238.94 and \$193,791.70 relates to outstanding emergency services levies and deferred rates respectively. The Statement of Financial Position on page 4 of the attached Financial Statements shows total rates outstanding as a current asset of \$2,721,819 as compared to \$2,862,542 this time last year.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Angers

THAT Council receive the Rates and Charges Analysis Report and Sundry Debtors Report as at 30 November 2014 as submitted to the 9 December 2014 meeting of the Works and Corporate Services Committee.

Carried 6/0

11 ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

Nil

12 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING BY:

12.1 ELECTED MEMBERS

Nil

12.2 OFFICERS

Nil

13 MEETING CLOSED TO PUBLIC

13.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

13.2 PUBLIC READING OF RECOMMENDATIONS THAT MAY BE MADE PUBLIC

Nil

14 MEETING CLOSURE

The Presiding Member announced the closure of the meeting at 6:31 PM.

CONFIRMED: PRESIDING MEMBER _____ DATE: .../.../....