

TOWN OF COTTESLOE



WORKS AND CORPORATE SERVICES COMMITTEE

MINUTES

MAYOR'S PARLOUR, COTTESLOE CIVIC CENTRE
109 BROOME STREET, COTTESLOE
6.00 PM, TUESDAY, 18 NOVEMBER 2014

CARL ASKEW
Chief Executive Officer

21 November 2014

DISCLAIMER

No responsibility whatsoever is implied or accepted by the Town for any act, omission, statement or intimation occurring during council meetings.

The Town of Cottesloe disclaims any liability for any loss whatsoever and howsoever caused arising out of reliance by any person or legal entity on any such act, omission, statement or intimation occurring during council meetings.

Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a council meeting does so at that person's or legal entity's own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning application or application for a licence, any statement or intimation of approval made by any member or officer of the Town of Cottesloe during the course of any meeting is not intended to be and is not taken as notice of approval from the Town.

The Town of Cottesloe wishes to advise that any plans or documents contained within the agenda or minutes may be subject to copyright law provisions (*Copyright Act 1968*, as amended) and that the express permission of the copyright owner(s) should be sought prior to their reproduction.

Members of the public should note that no action should be taken on any application or item discussed at a council meeting prior to written advice on the resolution of council being received.

Agenda and minutes are available on the Town's website www.cottesloe.wa.gov.au

WORKS AND CORPORATE SERVICES COMMITTEE

TABLE OF CONTENTS

ITEM	SUBJECT	PAGE NO
1	DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS.....	3
2	DISCLAIMER	3
3	ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION	3
4	PUBLIC QUESTION TIME	3
	4.1 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE.....	3
	4.2 PUBLIC QUESTIONS	3
5	PUBLIC STATEMENT TIME.....	3
6	ATTENDANCE	3
	6.1 APOLOGIES	3
	6.2 APPROVED LEAVE OF ABSENCE	4
	6.3 APPLICATIONS FOR LEAVE OF ABSENCE	4
7	DECLARATION OF INTERESTS.....	4
8	CONFIRMATION OF MINUTES.....	4
9	PRESENTATIONS	4
	9.1 PETITIONS.....	4
	9.2 PRESENTATIONS	4
	9.3 DEPUTATIONS	4
10	REPORTS	5
	10.1 ADMINISTRATION.....	5
	10.1.1 COUNCIL MEETING DATES 2015	5
	10.2 FINANCE.....	8
	10.2.1 STATUTORY FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2014 TO 31 OCTOBER 2014	8
	10.2.2 SCHEDULES OF INVESTMENTS AND LOANS AS AT 31 OCTOBER 2014	10
	10.2.3 LIST OF ACCOUNTS PAID FOR THE MONTH OF OCTOBER 2014	12

	10.2.4 RATES AND SUNDRY DEBTORS REPORTS AS AT 31 OCTOBER 2014	14
11	ELECTED MEMBERS' MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN	16
12	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING BY:	16
	12.1 ELECTED MEMBERS.....	16
	12.2 OFFICERS	16
13	MEETING CLOSED TO PUBLIC	16
	13.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED	16
	13.2 PUBLIC READING OF RECOMMENDATIONS THAT MAY BE MADE PUBLIC.....	16
14	MEETING CLOSURE.....	16

1 DECLARATION OF MEETING OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member announced the meeting opened at 6:06 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
Mayor Jo Dawkins
Cr Peter Jeanes
Cr Sally Pyvis

Presiding Member

Officers Present

Mr Carl Askew
Mr Mat Humfrey
Mrs Siobhan French

Chief Executive Officer
Manager Corporate & Community Services
Administration and Governance Officer

Gallery

Media (1)

6.1 APOLOGIES

Cr Philip Angers
Cr Helen Burke

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 Pyvis, seconded Cr Jeanes

[Minutes October 21 2014 Works and Corporate Services Committee.docx](#)

The Minutes of the Ordinary meeting of the Works And Corporate Services Committee, held on 21 October 2014 be confirmed.

Carried 4/0

9 PRESENTATIONS**9.1 PETITIONS**

Nil

9.2 PRESENTATIONS

Nil

9.3 DEPUTATIONS

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

10 REPORTS

10.1 ADMINISTRATION

10.1.1 COUNCIL MEETING DATES 2015

File Ref: SUB/1786
Attachments: [Committee and Council Meeting Dates 2015](#)
Responsible Officer: Carl Askew
Chief Executive Officer
Author: Lydia Giles
Executive Officer
Proposed Meeting Date: 18 November 2014
Author Disclosure of Interest: Nil

SUMMARY

A resolution is required to set Council and Committee Meeting dates and times for 2015.

STRATEGIC IMPLICATIONS

Objective 7: Organisation Development

To effectively manage Council's resources and work processes.

- Deliver high quality professional governance and administration.

POLICY IMPLICATIONS

Nil

STATUTORY ENVIRONMENT

Regulation 12 of the Local Government (Administration) Regulations applies:

Public Notice of Council or Committee meetings –s.5.25(g):

- (1) *At least once each year a local government is to give local public notice of the dates on which and the time and place at which –*
 - (a) *the ordinary council meetings; and*
 - (b) *the committee meetings that are required under the Act to be open to members of the public or that are proposed to be open to members of the public, are to be held in the next 12 months.*
- (2) *A local government is to give local public notice of any change to the date, time or place of a meeting referred to in sub-regulation (1).*

FINANCIAL IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

STAFFING IMPLICATIONS

N/A

SUSTAINABILITY IMPLICATIONS

Nil

CONSULTATION

Nil

STAFF COMMENT

Due to the ANZAC day public holiday on Monday 27 April and Queen's Birthday on Monday 28 September, the ordinary Council meetings are proposed to be moved to Tuesday 28 April and Tuesday 29 September respectively.

The 2015 Local Government Elections are scheduled to be held on Saturday 17 October 2015 and so for the October round of meetings, it is proposed that a Special meeting of Council be scheduled for Monday 19 October 2015 for Elected Members Declaration of Office and to appoint committee membership. The ordinary Committee meetings are proposed to be moved to 26 and 27 October and the Ordinary Council Meeting to be moved to 2 November 2015 (as opposed to 26 October). This will allow time for new members of Council to consider the agenda and prepare themselves for the meetings.

For the December round of meetings, it is proposed, based upon the convention from previous years, that Committee meetings will be on 7 and 8 December and Council on 14 December.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Pyvis

THAT Council adopt the following meeting dates for 2015 and:

- 1. Observe a recess in January 2015, with no ordinary meeting of Council;**
- 2. Advertise the ordinary Council meeting dates for 2015 commencing at 7:00pm;-**

January	No meeting
February	Monday 23
March	Monday 23
April	Tuesday 28
May	Monday 25
June	Monday 22
July	Monday 27
August	Monday 24
September	Tuesday 29
October	Monday 19 (Special Election Meeting) Monday 2 November
November	Monday 23
December	Monday 14

3. Advertise the Development Services Committee meeting dates for 2015 as the third Monday in the month commencing at 6:00pm;-

January	No meeting
February	Monday 16
March	Monday 16
April	Monday 20
May	Monday 18
June	Monday 15
July	Monday 20
August	Monday 17
September	Monday 21
October	Monday 26
November	Monday 16
December	Monday 07

4. Advertise the Works & Corporate Services Committee meeting dates for 2015 as being held on the day after the Development Services Committee meeting commencing at 6:00pm

January	No meeting
February	Tuesday 17
March	Tuesday 17
April	Tuesday 21
May	Tuesday 19
June	Tuesday 16
July	Tuesday 21
August	Tuesday 18
September	Tuesday 22
October	Tuesday 27
November	Tuesday 17
December	Tuesday 08

5. Advertise the Strategic Planning Committee meeting dates for 2015 being held on the day after the Works & Corporate Services Committee meeting in the months of February, May, August & November commencing at 6:00pm as:-

February	Wednesday 18
May	Wednesday 20
August	Wednesday 19
November	Wednesday 18

Carried 4/0

10.2 FINANCE

10.2.1 STATUTORY FINANCIAL STATEMENTS FOR THE PERIOD 1 JULY 2014 TO 31 OCTOBER 2014

File Ref: SUB/1720
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 18 November 2014
Author Disclosure of Interest: Nil

SUMMARY

The purpose of this report is to present the Statutory Financial Statements and other supporting information to Council for the period 1 July 2014 to 31 October 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 \$7,910,017 or 90% less than year to date budget. The reason for this is the delay in the disposal of surplus land due to site remediation works. All material variances are detailed in the Variance Analysis Report on pages 7 to 10 of the attached Financial Statements. Operating expenditure is \$830,539 or 20% less than year to date budget mainly due to the fact that depreciation has not been processed pending the Audit sign off for the 30 June 2014

Financial Report for the Town. Capital expenditure, which is detailed on pages 29 to 33, is \$152,492 or 28% more than year to date budget.

COMMITTEE DISCUSSION

Committee discussed the financial statements and list of accounts with the Manager Corporate and Community Services (MCCS) and the Chief Executive Officer at length.

Cr Rowell highlighted that the year to date operating revenue is down from the budgeted amount of \$8,810,367, as the sale of the former depot site has not been finalised. MCCS advised that at the time the budget was created, it was anticipated that the sale of the former depot would have been settled at this stage. MCCS added that this amount will be adjusted in the mid year budget review.

Cr Jeanes questioned why the governance revenue from ordinary activities is \$5,047 when the year to date budget is \$25,408. MCCS commented that the Town has not yet received reimbursements from grants and therefore the difference is due to a timing issue.

Cr Rowell referred to page 9 of the financial statements and queried if it was normal for there to be an amount of \$5,119,058 in unrestricted cash. MCCS advised that the majority of ratepayers pay their rates in July and August, resulting in the aforementioned amount. MCCS further advised that the figure will come down by the end of the year.

Cr Rowell queried why depreciation has not been posted. MCCS advised that depreciation has not been run as the annual financial reports for the previous financial year have yet to be finalised.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Mayor Dawkins

THAT Council receive the Statutory Financial Statements including other supporting financial information as submitted to the 18 November 2014 meeting of the Works and Corporate Services Committee.

Carried 4/0

10.2.2 SCHEDULES OF INVESTMENTS AND LOANS AS AT 31 OCTOBER 2014

File Ref: SUB/1720
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 18 November 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 31 October 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 \$5,610,603.58 was invested as at 31 October 2014. Approximately 32% of the funds were invested with National Australia Bank, 26% with the 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 total balance of \$5,326,361.52 as at 31 October 2014. Included in this balance is \$256,620.19 that relates to self supporting loans.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Jeanes, seconded Cr Rowell

THAT Council receive the Schedule of Investments and the Schedule of Loans as at 31 October 2014. These schedules are included in the attached Financial Statements as submitted to the meeting of the Works and Corporate Services Committee on 18 November 2014.

Carried 4/0

10.2.3 LIST OF ACCOUNTS PAID FOR THE MONTH OF OCTOBER 2014

File Ref: SUB/1720
Responsible Officer: Mat Humfrey
Manager Corporate & Community Services
Author: Wayne Richards
Finance Manager
Proposed Meeting Date: 18 November 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 October 2014, as included in the attached Financial Statements as presented to the meeting of the Works and Corporate Services Committee on 18 November 2014.

BACKGROUND

Nil

STRATEGIC IMPLICATIONS

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

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 October 2014 is included on pages 11 to 17 of the attached Financial Statements. The following significant payments are brought to Council's attention;-

- \$137,427.50 to WA Treasury being loan repayments
- \$27,813.83 to WMRC for waste transfer fees
- \$38,919.50 to ACR No 1 Pty Ltd trading as Prestige Honda for a new passenger vehicle

- \$30,344.28 to Surf Life Saving WA for the monthly life saving service
- \$58,114.77 to Perthwaste Green Recycling for the monthly waste collection service
- \$98,179.54 to Procott Incorporated as raised by the differential rate levied
- \$121,006.82 to Roads 2000 for various asphalt works
- \$250,000.00 & \$450,000.00 to the Towns Investment Account held with National Australia Bank
- \$85,697.01 & \$84,268.24 to the Town of Cottesloe staff for fortnightly payroll

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Mayor Dawkins, seconded Cr Pyvis

THAT Council receive the list of accounts paid for the month of October 2014 as included in the attached Financial Statements, as submitted to the 18 November meeting of the Works and Corporate Services Committee.

Carried 4/0

10.2.4 RATES AND SUNDRY DEBTORS REPORTS AS AT 31 OCTOBER 2014

File Ref: SUB/1720
Responsible Officer: Mat Humfrey
Author: Manager Corporate & Community Services
Wayne Richards
Finance Manager
Proposed Meeting Date: 18 November 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 31 October 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 27 of the attached Financial Statements shows a total balance outstanding of \$166,872.28 as at 31 October 2014. Of this amount, \$139,954.73 is under sixty days old with the balance of aged debtors being \$26,917.55.

The Rates and Charges Analysis on page 28 of the attached Financial Statements shows a total balance outstanding of \$3,035,677.95 as at 31 October 2014 of which \$194,998.72 and \$549,751.66 relates to deferred rates and outstanding emergency services levies respectively. The Statement of Financial Position on page 4 of the attached Financial Statements shows total rates outstanding as a current asset of \$3,116,812 as compared to \$2,862,542 this time last year.

VOTING

Simple Majority

OFFICER & COMMITTEE RECOMMENDATION

Moved Cr Rowell, seconded Cr Jeanes

THAT Council receive the Rates and Charges Analysis Report and Sundry Debtors Report as at 31 October 2014 as submitted to the 18 November 2014 meeting of the Works and Corporate Services Committee.

Carried 4/0

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 6:30 PM.

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