



MINUTES

Ordinary Council Meeting Tuesday, 18 February 2020

Date: Tuesday, 18 February 2020

Time: 7.00pm

**Location: Town of Claremont
Claremont Council Chambers
308 Stirling Highway, Claremont**

**Liz Ledger
Chief Executive Officer**

DISCLAIMER

Would all members of the public please note that they are cautioned against taking any action as a result of a Council decision tonight until such time as they have seen a copy of the Minutes or have been advised, in writing, by the Council's Administration with regard to any particular decision. This meeting shall be recorded for Administration purposes only.

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**MINUTES OF TOWN OF CLAREMONT
ORDINARY COUNCIL MEETING
HELD AT THE TOWN OF CLAREMONT, CLAREMONT COUNCIL CHAMBERS, 308 STIRLING
HIGHWAY, CLAREMONT
ON TUESDAY, 18 FEBRUARY 2020 AT 7.00PM**

1 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

His worship the Mayor, welcomed members of the public, press, staff and Councillors and declared the meeting open at 7.01pm.

2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE (PREVIOUSLY APPROVED)

PRESENT:

Mayor Jock Barker
Deputy Mayor Cr Jill Goetze
Cr Peter Browne OAM, JP
Cr Sara Franklyn
Cr Bruce Haynes
Cr Paul Kelly
Cr Kate Main
Cr Annette Suann
Cr Peter Telford

IN ATTENDANCE:

Liz Ledger (Chief Executive Officer)
Andrew Smith (Director Infrastructure and Assets)
Bree Websdale (Director, Governance and People)
Cary Green (Director Corporate and Compliance)
David Vinicombe (Director Planning and Development)
Kerith Barbetti (Administration Officer, Governance)

4 members of the Public, 2 members of the Press

APOLOGIES:

Cr Peter Edwards

LEAVE OF ABSENCE:

Nil

3 DISCLOSURE OF INTERESTS

Nil

4 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil

5 PUBLIC QUESTION TIME

Nil

6 PUBLIC STATEMENT TIME

Nil

7 APPLICATIONS FOR LEAVE OF ABSENCE

RESOLUTION 006/20

Moved: Cr Bruce Haynes

Seconded: Cr Peter Browne OAM, JP

That Cr Edwards be granted Leave of Absence for Ordinary Council Meeting 3 March 2020.

CARRIED NO DISSENT

RESOLUTION 007/20

Moved: Cr Kate Main

Seconded: Cr Sara Franklyn

That Cr Haynes be granted Leave of Absence for Ordinary Council Meeting 17 March 2020.

CARRIED NO DISSENT

8 PETITIONS/DEPUTATIONS/PRESENTATIONS

Nil

9 CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

RESOLUTION 008/20

Moved: Cr Peter Browne OAM, JP

Seconded: Cr Sara Franklyn

That the minutes of the Ordinary Meeting of Council held on 4 February 2020 be confirmed.

CARRIED NO DISSENT

10 ANNOUNCEMENT OF CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

Nil

11 BUSINESS NOT DEALT WITH FROM A PREVIOUS MEETING

Nil

12 REPORTS OF COMMITTEES

Nil

13 REPORTS OF THE CEO

13.1 LEADERSHIP AND GOVERNANCE

13.1.1 COMPLIANCE AUDIT RETURN 2019

File Number: GOV/00026, D-20-05080

Author: Bree Websdale, Director Governance and People

Authoriser: Liz Ledger, Chief Executive Officer

Attachments: 1. Compliance Audit Return 2019

PURPOSE

To present the 2019 Compliance Audit Return (CAR) for adoption.

BACKGROUND

Regulation 14 of the *Local Government (Audit) Regulations 1996* requires that a compliance audit for the period 1 January to 31 December is completed each year.

At its meeting held on 7 February 2020, the Audit & Risk Management Committee resolved to:

1. *Recommend Council adopt the 2019 Compliance Audit Return as presented.*

The Regulations require that the CAR be presented to Council for adoption following review by the Audit & Risk Management Committee.

Once adopted, the CAR is to be certified by both the Mayor and Chief Executive Officer before it is submitted to the Executive Director of the Department of Local Government, Sport and Cultural Industries by 31 March.

The CAR is a statutory reporting tool that seeks to evaluate that Town's compliance with targeted sections of the *Local Government Act 1995* over the past calendar year.

DISCUSSION

In completing the Compliance Audit Return, relevant officers designated by the Chief Executive Officer have undertaken an audit of the Town's activities, practices and procedures in line with the *Local Government Act 1995* and its associated regulations. To ensure that a thorough audit has been undertaken, the Town has evidenced each of its responses by citing references to relevant internal and external documents under the 'Comments' section of Attachment 1.

For 2019, there were 104 questions over 10 disciplines, please refer to attachment for further breakdown and detail. The return has been completed by the respective areas and is fully compliant.

PAST RESOLUTIONS

Ordinary Council Meeting 19 February 2019, Resolution 10/19:

That Council adopts the 2018 Compliance Audit Return

FINANCIAL AND STAFF IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

POLICY AND STATUTORY IMPLICATIONS

Local Government Act 1995 s.7.13(1)(i)

Local Government (Audit) Regulations 1996 cls. 13-16

COMMUNICATION / CONSULTATION

The CAR is completed in consultation with various business units, reviewed by the Governance unit, and overseen by the Executive Leadership Team.

STRATEGIC COMMUNITY PLAN**Leadership and Governance**

We are an open and accountable local government; a leader in community service standards.

- Demonstrate a high standard of governance, accountability, management and strategic planning.
- Continually assess our performance and implement initiatives that drive continuous improvement.

URGENCY

After the Compliance Audit Return has been presented to Council, a certified copy together with a copy of the relevant section of the minutes and any additional information explaining or qualifying the compliance audit, is to be submitted to the Departmental CEO by 31 March 2020.

VOTING REQUIREMENTS

Simple majority decision of Council required.

RESOLUTION 009/20

Moved: Cr Bruce Haynes

Seconded: Deputy Mayor Cr Jill Goetze

That Council:

1. **Receive the 2019 Compliance Audit Return, as provided in Attachment 1, as a true and accurate representation of the outcomes of the audit of statutory activities;**
2. **Request that the Mayor and Chief Executive Officer be authorised to complete the ‘Certified Copy of Return’; and**
3. **In accordance with the *Local Government (Audit) Regulations 1996*, the certified 2019 Compliance Audit Return and a copy of the minutes relative to this report are submitted to the Department of Local Government, Sport and Cultural Industries by 31 March 2020**

.CARRIED NO DISSENT

13.1.2 MONTHLY STATEMENT OF FINANCIAL ACTIVITY FOR THE PERIODS ENDING 31 DECEMBER 2019

File Number: FIM/00079, D-20-05472
Author: Cary Green, Director Corporate & Compliance
Authoriser: Liz Ledger, Chief Executive Officer
Attachments: 1. Statement of Financial Activity - December 2019
 2. Infrastructure Report - December 2019

PURPOSE

That Council note the Statement of Financial Activity (Financial Statements) for the months ending 31 December 2019

BACKGROUND

The Financial Statements are presented to Council in accordance with *the Local Government Act 1995* and the *Local Government (Financial Management) Regulations 1996*.

DISCUSSION

The Financial Statements represent 2019-20 operations to 31 December 2019 and compares year to date expenditure and revenue against the corresponding budget. The budget figures incorporate all 2018-19 carry forwards and other budget adjustments, which have been approved to date.

The closing surplus of \$11,315,549 to 31 December 2019 compares favourably against the budgeted surplus of \$9,764,593.

As detailed below, the \$1,550,958 variance is made up of:

Under budget

Operating expenditure \$1,076,546
 Rates Revenue (\$ 25,869)

Over budget

Operating revenue \$ 254,323
 Capital revenue (\$ 247,371)
 Capital expenditure \$ 51,736
 Opening surplus \$ 5,616

Variance \$1,550,958

In accordance with Council's variance reporting requirements, only the variances above \$20,000 are reported below as major contributors. For further details on variances, refer to Attachment 1.

Operating Expenditure - \$1,076,546 under budget

	Budget	Actual	Variance
Employee costs	\$3,699,788	\$3,641,737	\$58,051
Material & contracts	\$3,386,040	\$2,618,651	\$767,389
Utilities	\$275,856	\$232,035	\$43,821
Depreciation	\$1,465,128	\$1,506,162	(\$41,034)
Internal Allocation	(\$74,735)	(\$137,469)	\$62,734
Other expenditure	\$609,051	\$461,980	\$147,071

Contributors to the operating expenditure variations are;

- Employee costs is due to vacancies, and \$18,418 indirect expenses (training, workers insurance etc.).
- Materials and contracts
 - \$46,372 in IT office expenses due to purchase timing.
 - \$272,744 timing variances on consultancy work.
 - \$583,361 in materials/contracts including \$160,668 in maintenance works (verges, street maintenance, drainage etc.) timing, timing of waste expenses \$75,771 and timing of artists expenses \$46,441.
- Utilities underspend is due to mismatch between water and street lighting provisions against suppliers invoicing schedule.
- Depreciation expenses are higher than anticipated and is affected by the timing of asset disposals and acquisitions.
- The internal allocation variance is a direct reflection of the under spend in operating expenses, which are predominantly timing issues.
- Other expenditure comprises timing of ground maintenance subsidy payments to sporting clubs, and underspend on debt collection expenses.

The reduced operating expenditure is due to timing and does not represent a budget saving.

Rates Revenue - \$25,869 under budget

- \$25,869 under budget in Interim Rate revenue, interim rates are lower than expected for this time of year.

Capital Expenditure - \$51,736 over budget

As detailed within the capital works schedules (note 10), the capital expenditure is comprised of:

- \$443,634 above budget in infrastructure works due to timing. Attachment 2 provides further detail on the projects and variance explanations.
- \$169,710 below budget in land and building is due to timing. Note 10 provides further detail of capital works.
- \$212,338 below budget in plant and equipment due to timing. Note 10 provides further detail of plant and equipment purchases.
- \$40,611 variance in transfer to reserve is due to timing of interest income.

Operating Revenue – \$254,323 above budget

	Budget	Actual	Variance
Fees & Charges	\$1,871,086	\$2,101,949	\$230,863

The reasons for operating revenue variations are;

- \$230,863 increase in fees & charges is due to an increase in building and planning applications.

Capital Revenue - \$247,371 above budget

The major contributor is the \$225,000 Australian Sport grant received towards the Aquatic Centre Splash Pad development. This was budgeted to be received on completion of the project in January 2020 however progress payments have been received prior.

Also included is \$207,353 of 2018/19 Main Roads WA grants that were not accrued – these offset \$106,035 of capital expenditure that was not carried forward into 2019/20. The Infrastructure Report – December 2019 provides further detail of these expenses.

PAST RESOLUTIONS

Ordinary Council Meeting 17 December 2019, resolution 204/19,

That Council notes the Statements of Financial Activity for the periods of 1 July 2019 to 30 October 2019 and 30 November 2019.

CARRIED

FINANCIAL AND STAFF IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

POLICY AND STATUTORY IMPLICATIONS

Local Government Act 1995. s. 6.4 Financial Report

Local Government (Financial Management) Regulations 1996 Reg. 34 – Financial activity statement required each month

COMMUNICATION / CONSULTATION

The Town is required to prepare and submit a report to Council for the Statement of Financial Activity each month.

STRATEGIC COMMUNITY PLAN

Leadership and Governance

We are an open and accountable local government; a leader in community service standards.

- Demonstrate a high standard of governance, accountability, management and strategic planning.
- Manage our finances responsibly and improve financial sustainability.
- Continually assess our performance and implement initiatives that drive continuous improvement.

URGENCY

Monthly Statements of Financial Activity must be submitted within two months after the end of the month to which the statement relates.

VOTING REQUIREMENTS

Simple majority decision of Council required.

RESOLUTION 010/20

Moved: Cr Bruce Haynes

Seconded: Cr Sara Franklyn

That Council:

1. **Notes the Statement of Financial Activity for the period 1 July 2019 to 31 December 2019.**

CARRIED NO DISSENT

13.1.3 LIST OF PAYMENTS 1 TO 31 JANUARY 2020

File Number: FIM/00108, D-20-04630
Author: Cary Green, Director Corporate & Compliance
Authoriser: Liz Ledger, Chief Executive Officer
Attachments: 1. Payment Listing - January 2020
 2. NAB Purchase Card - January 2020

PURPOSE

For Council to note the payments made in January 2020.

BACKGROUND

Council has delegated to the Chief Executive Officer (CEO) the exercise of its power to make payments from the Municipal Fund. The CEO is required to present a list to Council of those payments made since the last list was submitted.

DISCUSSION

Attached is the list of all accounts paid totalling \$2,243,395.28 during the month of January 2020.

The attached schedule covers:

• Municipal Funds electronic funds transfers (EFT)	\$	1,754,723.23
• Municipal Fund vouchers ()	\$	0.00
• Municipal Fund direct debits	\$	486,547.11
• Trust Fund electronic funds transfer (EFT)	\$	2,124.94
• Trust Fund vouchers	\$	0.00

All invoices have been verified, and all payments have been duly authorised in accordance with Council’s procedures

PAST RESOLUTIONS

Ordinary Council Meeting 04 February 2020, resolution 005/20:

That Council notes all payments made for December 2019 totalling \$2,682,043.16 comprising;

<i>Municipal Funds electronic funds transfers (EFT)</i>	\$	2,105,611.64
<i>Municipal Fund vouchers (39619)</i>	\$	16,295.50
<i>Municipal Fund direct debits</i>	\$	553,480.45
<i>Trust Fund electronic funds transfer (EFT)</i>	\$	6,655.57
<i>Trust Fund vouchers</i>	\$	0.00

FINANCIAL AND STAFF IMPLICATIONS

Resource requirements are in accordance with existing budgetary allocation.

POLICY AND STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996, Regulations 12- 13.
 Town of Claremont Delegation Register – DA9 Payment of Accounts.

COMMUNICATION / CONSULTATION

Nil

STRATEGIC IMPLICATIONS**Leadership and Governance**

We are an open and accountable local government; a leader in community service standards.

- Demonstrate a high standard of governance, accountability, management and strategic planning.
- Manage our finances responsibly and improve financial sustainability.

URGENCY

The Schedule of Payments is to be presented to the next ordinary meeting of Council after the list has been prepared.

VOTING REQUIREMENTS

Simple majority decision of Council required.

RESOLUTION 011/20

Moved: Cr Bruce Haynes

Seconded: Cr Annette Suann

That Council notes all payments made by the Chief Executive Officer under Delegation DA9 for January 2020 totalling \$2,243,395.28, as detailed in Attachment 1 comprising:

\$1,754,723.23	Municipal Funds electronic funds transfers (EFT)
\$ 0.00	Municipal Funds vouchers ()
\$ 486,547.11	Municipal Funds direct debits
\$ 2,124.94	Trust Fund EFT
\$ 0.00	Trust Fund voucher

CARRIED NO DISSENT

14 ANNOUNCEMENTS BY THE PRESIDING PERSON

Mayor Barker, Cr Kelly, Cr Suann, Deputy Mayor Goetze, Cr Main and Cr Browne all attended the WASO concert.

Cr Kelly advised he had attended the movies at Claremont quarter.

Cr Main attended DAP training.

Cr Browne and Cr Franklyn toured the Claremont Football Club and meet with their new CEO.

Cr Franklyn referred to anti social behaviours around the lake and also following a recent concert at the showgrounds as reported in the Post.

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

NIL

16 NEW BUSINESS OF AN URGENT NATURE APPROVED BY THE PRESIDING PERSON OR BY DECISION OF MEETING

NIL

17 CONFIDENTIAL MATTERS FOR WHICH THE MEETING MAY BE CLOSED TO THE PUBLIC

NIL

18 FUTURE MEETINGS OF COUNCIL

Ordinary Council Meeting, Tuesday 3 March 2020 at 7.00pm.

19 DECLARATION OF CLOSURE OF MEETING

There being no further business, the presiding member declared the meeting closed at 7.15pm.

.....
CHAIRPERSON