

# minutes

Finance and Audit Committee



Please be advised that a **Finance and Audit Committee** meeting commenced at **5.30pm** on **Monday 27 August 2018** in meeting room 1 at the Administration Building, 99 Shepperton Road, Victoria Park.

A handwritten signature in black ink, appearing to read "A Vuleta".

**ANTHONY VULETA**  
**CHIEF EXECUTIVE OFFICER**

**29 August 2018**

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(To be confirmed 10 September 2018)

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(To be confirmed 10 September 2018)

## 1. OPENING

Cr Brian Oliver opened the meeting at 5.30pm.

## 2. ATTENDANCE

### Members:

#### Banksia Ward:

Cr C (Claire) Anderson  
Cr K (Karen) Vernon

#### Jarrah Ward:

Cr B (Brian) Oliver (Presiding Member)  
Cr J (Jennifer) Ammons Noble

#### Independent members:

Mr N (Neil) Formosa  
Mr J (Jonathon) Carley

#### Chief Financial Officer

Mr N (Nathan) Cain

#### Chief Operations Officer

Mr B (Ben) Killigrew

#### Manager Technical Services

John Wong

#### Senior Governance Advisor

Ms D (Danielle) Uniza

#### Secretary

Ms A (Amy) Noon

### 2.1 Apologies

#### Manager Stakeholder Relations

Ms C (Carrie) Parsons

#### Manager Place Planning

Mr D (David) Doy

### 2.2 Approved leave of absence

Nil

## 3. DECLARATIONS OF INTEREST

### Declaration of Financial Interests

Nil.

### Declaration of Proximity Interest

Nil.

### Declaration of Interest affecting impartiality

Nil.

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(To be confirmed 10 September 2018)

## **4. CONFIRMATION OF MINUTES**

### **RESOLVED:**

**Moved: Cr Ammons Noble**

**Seconded: Cr Anderson**

**That the minutes of the Finance and Audit Committee meeting, held on 23 July 2018, be confirmed.**

**The motion was put and**

**Carried (6:0)**

**In favour of the motion: Cr Vernon; Cr Anderson; Cr Ammons Noble; Cr Oliver; Mr N Formosa; and Mr J Carley**

## **5. TERMS OF REFERENCE**

### **1. Name**

Finance and Audit Committee

### **2. Purpose**

The Town's Strategic Community Plan notes four components of the mission statement, namely –

- Social – To promote sustainable connected, safe and diverse places for everyone.
- Economic – To promote sustainable diverse, resilient and prosperous places for everyone.
- Environment – To promote sustainable liveable, healthy and green places for everyone.
- Civic leadership – To show leadership by communicating with, empowering and supporting people in the community.

The primary purpose of this committee shall be the civic leadership component of the Town's mission statement, which is to show leadership by communicating with, empowering and supporting people in the community.

### **3. Scope**

The committee will primarily focus on the following key civic leadership strategic outcomes–

- Well thought out and managed projects that are delivered successfully.
- Appropriate information management that is easily accessible, accurate and reliable.
- Innovative, empowered and responsible organisational culture with the right people in the right jobs.
- Finances are managed appropriately, sustainably and transparently for the benefit of the community.
- Visionary civic leadership with sound and accountable governance that reflects objective decision making.
- Legislative responsibilities are resourced and managed appropriately, diligently and equitably.

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(To be confirmed 10 September 2018)

Wherever possible, the committee will seek opportunities to address the following additional strategic outcomes –

- Everyone receives appropriate information in the most efficient and effective way for them.
- Appropriate devolution of decision making and service provision to an empowered community.
- People have positive exchanges with the Town that inspires confidence in the information and the timely service provided.
- A community that is authentically engaged and informed in a timely manner.

#### **4. Deliverables**

The committee will –

- Provide strategic leadership in the development and regular review of policies and strategies that are inclusive, empowering and build capacity of the Town of Victoria Park community.
- Provide guidance and assistance to Council as to the carrying out its functions in relation to audits in compliance with the *Local Government Act 1995*.
- Ensure Council maintains its financial capacity to deliver programs and services.
- Provide advice to Council in relation to matters related to the scope of the committee.

Specifically the committee will ensure delivery of the following –

- Annual review of policies, strategies and plans related to the scope of the committee.
- Annual compliance audit.
- Annual risk management audit.

#### **5. Reporting**

Although any service area of the Town may report through this committee on matters associated with the primary purpose and scope, the following service areas of council are likely to predominantly feature –

- Customer Relations
- Financial Services
- Human Resources
- Information Systems
- Leadership and Governance
- Project Management

#### **6. Governance**

The committee is a Council-created committee formed under Subdivision 2 (Committees and their meetings) of the *Local Government Act 1995* and is governed by the provisions of the *Town of Victoria Park Standing Orders Local Law 2011* and the *Local Government Act 1995* and its regulations.

The committee will comprise a maximum of four (4) Elected Members (being two (2) Elected Member representatives from each of the Town's two (2) wards with five (5) Elected Members being appointed in a hierarchical order as alternate deputy members) and up to two (2) other persons (that may be co-opted from time-to-time for such period, or in relation to such matters, as determined, where that person's experience, skills or qualifications would enable him or her to make a contribution to the committee's functions).

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(To be confirmed 10 September 2018)

In accordance with section 5.19 of the *Local Government Act 1995*, the quorum for a meeting of the committee is at least 50% of the number of offices (whether vacant or not) of members of the committee.

### **7. Meeting arrangements**

The committee shall convene in accordance with the annual adopted meeting schedule.

### **8. Authority**

The committee has no delegated power. The committee may only make recommendations to Council for a decision.

### **9. Review**

The committee and committee terms of reference will be reviewed from time-to-time and immediately following each local government election.

## **6. PRESENTATIONS**

<b>6.1 Deputations</b>
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Nil.

## **7. METHOD OF DEALING WITH AGENDA BUSINESS**

**RESOLVED:**

**Moved: Mr Carley**

**Seconded: Cr Vernon**

**That clause 6.10 *Speaking Twice of the Town of Victoria Park Standing Orders Local Law 2011* be suspended for the duration of this meeting.**

**The motion was put and**

**Carried (6:0)**

**In favour of the motion: Cr Vernon; Cr Anderson; Cr Ammons Noble; Cr Oliver; Mr N Formosa; and Mr J Carley**

(To be confirmed 10 September 2018)

**8. REPORTS****8.1 Schedule of accounts for 31 July 2018**

<b>File Reference:</b>	FIN/11/0001~09
<b>Appendices:</b>	Payment Summary – July 2018
<b>Attachments:</b>	No

<b>Date:</b>	16 August 2018
<b>Reporting Officer:</b>	A. Thampoe
<b>Responsible Officer:</b>	N. Cain
<b>Voting Requirement:</b>	Simple Majority
<b>Executive Summary:</b>	
<b>Recommendation - That the Finance and Audit Committee recommends that Council, acknowledges the Schedule of Accounts paid for the month ended 31 July 2018.</b>	
<ul style="list-style-type: none"> <li>• The accounts paid for 31 July 2018 as included in the appendices.</li> <li>• Direct lodgement of payroll payments to the personal bank accounts of employees are also included.</li> </ul>	

**TABLED ITEMS:**

Nil

**BACKGROUND:**

Council has delegated to the Chief Executive Officer the authority to make payments from the Municipal and Trust funds in accordance with the *Local Government (Financial Management) Regulations 1996*.

Under Regulation 13(1) of the *Local Government (Financial Management) Regulations 1996*, where a local government has delegated to the Chief Executive Officer the exercise of its power to make payments from the Municipal fund or the Trust fund, each payment from the Municipal fund or the Trust fund is to be noted on a list compiled for each month showing:

- a) The payee's name;
- b) The amount of the payment;
- c) The date of the payment; and
- d) Sufficient information to identify the transaction.

That list should then be presented at the next Ordinary Meeting of the Council following the preparation of the list, and recorded in the minutes of the meeting at which it is presented.

**DETAILS:**

The list of accounts paid in accordance with *Regulation 13(1) of the Local Government (Financial Management) Regulations 1996* is contained within the Appendices, and is summarised as thus -

(To be confirmed 10 September 2018)

<b>Fund</b>	<b>Reference</b>	<b>Amounts</b>
<b>Municipal Account</b>		
Automatic Cheques Drawn	608390 - 608413	58,214
Creditors – EFT Payments		3,654,377
Payroll		1,106,060
Bank Fees		4,931
Corporate MasterCard		9,382
		<b>4,832,964</b>
<b>Trust Account</b>		
Automatic Cheques Drawn	3590 – 3594	8,340
		<b>8,340</b>

**Legal Compliance:**

Section 6.10 (d) of the Local Government Act 1995 refers, ie.-

6.10. Financial management regulations

Regulations may provide for —

- (d) the general management of, and the authorisation of payments out of —
- (i) the municipal fund; and
  - (ii) the trust fund,
- of a local government.

Regulation 13(1), (3) & (4) of the Local Government (Financial Management) Regulations 1996 refers, ie.-

13. Lists of Accounts

- (1) If the local government has delegated to the CEO the exercise of its power to make payments from the municipal fund or the trust fund, a list of accounts paid by the CEO is to be prepared each month showing for each account paid since the last such list was prepared —
- (a) the payee's name;
  - (b) the amount of the payment;
  - (c) the date of the payment; and
  - (d) sufficient information to identify the transaction.
- (3) A list prepared under subregulation (1) is to be —
- (a) presented to the council at the next ordinary meeting of the council after the list is prepared; and
  - (b) recorded in the minutes of that meeting.

**Policy Implications:**

Nil

**Risk Management Considerations:**

Three risks have been identified as outlined.



(To be confirmed 10 September 2018)

<b>Risk &amp; Consequence</b>	<b>Consequence + Rating</b>	<b>Likelihood = Rating</b>	<b>Overall Risk Analysis</b>	<b>Mitigation/Actions</b>
<b>Compliance:</b> Council not accepting Schedule of Accounts	Moderate	Unlikely	Moderate	Provide reasoning and detailed explanations to Council to enable informed decision making.
<b>Financial Impact:</b> Misstatement or significant error in Schedule of Accounts	Major	Unlikely	Moderate	Daily and monthly reconciliations. Internal and external audits.
<b>Financial Impact:</b> Fraud and illegal acts	Catastrophic	Rare	Moderate	Stringent internal controls. Internal audits. Segregation of duties

**Strategic Plan Implications:**

CL6 – Finances are managed appropriately, sustainably and transparently for the benefit of the community.

CL 10 – Legislative responsibilities are resourced and managed appropriately, diligently and equitably.

**Financial Implications:**Internal Budget:

Nil

Total Asset Management:

Nil

**Sustainability Assessment:**External Economic Implications:

Nil

Social Issues:

Nil

Cultural Issues:

Nil

Environmental Issues:

Nil

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(To be confirmed 10 September 2018)

**COMMENT:**

All accounts paid have been duly incurred and authorised for payment as per approved purchasing and payment procedures and it is therefore recommended that the Committee recommend to the Council to accept and confirm the payments, as included in the appendices.

In anticipation that the Committee will ask questions about the schedule of accounts, please note that these questions and answers will be included in the appropriate Elected Members Briefing Session agenda and Ordinary Council Meeting agenda.

**FURTHER COMMENT:**

The members of the Finance and Audit Committee discussed the report at length, seeking further information on a number of payments made in July 2018. The following list represents the questions and answers associated with the request for further information.

- City of Armadale - Printing services - \$8,986.03 and \$169.59  
*The larger value shown is a long service leave recoup from the City of Armadale and will be corrected to show this. The smaller amount is for the production of banners produced for the foyer of the administration building.*
- Connect Victoria Park - Grant CCTV Partnership Program - \$4,316.84  
*This payment is for six CCTV Partnership Program grants covering multiple locations ranging from \$696 to \$750.*
- Downer Engineering Power - Service - \$4,698.10  
*This payment relates to the scheduled six-monthly service to security systems at the administration facility, Digital Hub, Aqualife, Leisurelife, Victoria Park Library and the depot. The description will be amended to better reflect the services provided.*
- Galactic Co-operative - Equipment Supply and Repair - \$7,865.00  
*Galactic Co-operative (trading as Svelto Bikes) provided electric bicycles to the Town, replacing two that were recently stolen.*
- Green Skills - Environmental Services - \$16,093.00  
*Green Skills Inc. were engaged to plant 7,000 tube stock plants into George Street Reserve, Kensington.*
- Hoskins Investments - Construction Services - \$10,202.91, \$54,688.47 and \$544.50  
*Hoskins Investments (trading as AE Hoskins and Sons) renewed the Depot Mechanical Facility in the 2017-2018 financial year.*

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(To be confirmed 10 September 2018)

- Interconnect IT Solutions - Equipment Supply and Repair - \$12,733.00

*The payment listing relates to two separate components. The first and largest component is for the Town's Adobe license subscription. The second and lesser component is for a series of USB chargers.*

- LGIS Broking - Insurance - \$102,341.66

*This payment to LGIS Broking (as part of the LGISWA) is for multiple premiums including worldwide travel insurance, personal accident insurance, marine cargo insurance, worldwide management liability insurance, journey injury insurance, cyber liability insurance, contingency insurance and motor vehicle insurance.*

*LGIS Broking, a subsidiary of LGISWA, purchase insurance on behalf of the Town through insurers other than the LGISWA Local Government Insurance Scheme.*

- LGISWA - LG Insurance - Insurance - \$330,899.46

*This payment is for multiple premiums including workers' compensation insurance (instalment one of two), crime insurance, public liability insurance (instalment one of two) and property insurance (instalment one of two).*

*Insurance purchased through LGISWA is part of the Town's membership of the LGISWA Local Government Insurance Scheme.*

- Miss N Anson - Staff Payments and Reimbursements - \$5,220.00

*This payment forms part of Miss Anson's conditions of employment with the Town.*

- Ms S Alexander - Contributions - \$200.00

*This payment relates to the Kidsport program. The listing will be edited to reflect this.*

- Oxfords Carpentry - Construction Services - \$34,628.00

*Oxfords Carpentry were engaged to renovate the kitchen area at the Higgins Park Tennis Clubroom facility.*

- Roger Henshaw Consulting - Library Services - \$30,800.00

*At least once every five years, each service area of the Town undergoes an operational review by an external party to ensure the Town's services are providing value for money for the community. Roger Henshaw Consulting was engaged to conduct the Library Services operational review.*

- Airey Taylor – Audit services

*This relates to payment for the audit and core survey on the 50 metre outdoor pool at Aqualife, to determine its structural integrity.*

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(To be confirmed 10 September 2018)

- Crocker —Construction services

*This payment was for the construction of a footpath extension along Victoria Park Drive, as per the approved capital works program.*

- Dimension —Training

*This payment is for training for internal staff in the following areas:*

*\$6,270.00 – Prince2 project management training*

*\$3,663.00 - IT helpdesk function training*

- With regards to the payment of grants to community members that regularly feature in the accounts paid listing, will the new grants policy exempt staff and elected members from receiving grants from the Town?

*Yes, the new policy excludes elected members, staff and their immediate family members from applying for grants.*

- Have funds for the Security Incentive Scheme and CCTV rebate program been included in the 2018-2019 annual budget?

*Funds have been included in the 2019 budget for the Security Incentive Scheme. The CCTV program is not being offered this financial year due to budget cuts requested of the Community Development service area. Payments appearing on the July payment summary are in relation to applications received in the 2017/18 financial year, and have been costed accordingly.*

- Will the Town be in a position where they have to negotiate a deal for impounded shopping trolleys with companies that own them in the 2018/19 financial year?

*The Town has taken several steps to improving our processes and communication with retailers to foster better partnerships, in an effort to not be in this position again. Some of the actions taken include:*

- *fees and charges for this financial year being amended to a \$50 impound fee only per trolley, with no daily fee;*
- *continual dialog with retailers;*
- *better recording of abandoned trolleys;*
- *Ranger Services being measured on the response times for trolleys being collected; and*
- *ensuring any trolleys due for disposal is dealt with in a timely manner (sell or dispose of them).*

*Our working relationship with the retailers is the best it has ever been.*

*Currently, retailers are picking up their trolleys within 24 hours, as soon as advised. We have not had to impound a trolley this financial year and do not anticipate having to negotiate a deal for the release of trolleys because of actions listed above.*

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(To be confirmed 10 September 2018)

**OFFICER RECOMMENDATION/S:**

The Finance and Audit Committee recommends to Council that, pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996 (as amended)*, Council confirm:

1. The accounts paid for 31 July 2018 as included in the appendices; and
2. Direct lodgement of payroll payments to the personal bank accounts of employees.

**RESOLVED:****Moved: Cr Ammons Noble****Seconded: Cr Anderson**

**The Finance and Audit Committee recommends to Council that, pursuant to Regulation 13 of the *Local Government (Financial Management) Regulations 1996 (as amended)*, Council confirm:**

1. **The accounts paid for 31 July 2018 as included in the appendices, subject to minor amendments being made to the descriptions of payments to the following:**
  - 1.1 **City of Armadale – description changed to read long service leave recoup;**
  - 1.2 **Downer Engineering Power – description changed to read security system monitoring**
  - 1.3 **Ms S Alexander – description changed to read Kidsport program ; and**
2. **Direct lodgement of payroll payments to the personal bank accounts of employees.**

**The motion was put and****Carried (6:0)**

**In favour of the motion: Cr Vernon; Cr Anderson; Cr Ammons Noble; Cr Oliver; Mr N Formosa; and Mr J Carley**

(To be confirmed 10 September 2018)

**8.2 Financial statements for the month ending 31 July 2018**

<b>File Reference:</b>	FIN/11/0001~09
<b>Appendices:</b>	No
<b>Attachments:</b>	Yes

<b>Date:</b>	21 August 2018
<b>Reporting Officer:</b>	A. Thampoe
<b>Responsible Officer:</b>	N. Cain
<b>Voting Requirement:</b>	Simple majority

**Executive Summary:**

**Recommendation - That the Finance and Audit Committee recommends that Council, accepts the Financial Activity Statement Report – 31 July 2018, as attached to and forming part of this report.**

- The Financial Activity Statement Report is presented for the month ending 31 July 2018. The report complies with the requirements of Regulation 34 (Financial activity statement report) of the *Local Government (Financial Management) Regulations 1996*.

**TABLED ITEMS:**

Nil

**BACKGROUND:**

Each month officers are required to prepare monthly financial reports, covering prescribed information, and present these to Council for acceptance.

**DETAILS:**

Presented is the Financial Activity Statement Report – 31 July 2018.

Please note -

*The financial information as shown in this report does not include a number of end-of-financial year adjustments that are still yet to occur, as well as the final approval by the Auditor for the 2017-2018 financial year. The figures stated as opening balances for the 2018-2019 financial year should therefore not be taken as the Town's final financial position.*

Revenue

Operating Revenue and Non-Operating Revenue – Material variances are identified where, for the period being reported, the actual varies to the budget by an amount of (+) or (-) \$25,000 and, in these instances, an explanatory comment has been provided.

Expense

Operating Expense, Capital Expense and Non-Operating Expense – Material variances are identified where, for the period being reported, the actual varies to the budget by an amount of (+) or (-) \$25,000 and, in these instances, an explanatory comment has been provided.

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(To be confirmed 10 September 2018)

For the purposes of explaining each material variance, a three-part approach has been applied. The parts are –

1. **Period Variation**  
Relates specifically to the value of the variance between the Budget and Actual figures for the period of the Report.
2. **Primary Reason(s)**  
Explains the primary reason(s) for the period variance. Minor contributing factors are not reported.
3. **End-of-Year Budget Impact**  
Forecasts the likely financial impact on the end-of-year financial position. It is important to note that figures in this part are 'indicative only' at the time of reporting, for circumstances may subsequently change prior to the end of the financial year.

**Legal Compliance:**

Regulation 34 (Financial activity statement report) of the *Local Government (Financial Management) Regulations 1996* states –

- (1) *A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —*
  - (a) *annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c);*
  - (b) *budget estimates to the end of the month to which the statement relates;*
  - (c) *actual amounts of expenditure, revenue and income to the end of the month to which the statement relates;*
  - (d) *material variances between the comparable amounts referred to in paragraphs (b) and (c); and*
  - (e) *the net current assets at the end of the month to which the statement relates.*
- (2) *Each statement of financial activity is to be accompanied by documents containing —*
  - (a) *an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets;*
  - (b) *an explanation of each of the material variances referred to in subregulation (1)(d); and*
  - (c) *such other supporting information as is considered relevant by the local government.*
- (3) *The information in a statement of financial activity may be shown —*
  - (a) *according to nature and type classification; or*
  - (b) *by program; or*
  - (c) *by business unit.*

(To be confirmed 10 September 2018)

- (4) *A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —*
- (a) *presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and*
  - (b) *recorded in the minutes of the meeting at which it is presented.*
- (5) *Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.*

Section 6.8 of the *Local Government Act 1995* (Expenditure from municipal fund not included in annual budget) states –

- (1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure —*
- (a) *is incurred in a financial year before the adoption of the annual budget by the local government; or*
  - (b) *is authorised in advance by resolution\*;* or
  - (c) *is authorised in advance by the Mayor or president in an emergency.*

\* *Absolute majority required.*

(1a) *In subsection (1) — additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.*

(2) *Where expenditure has been incurred by a local government —*

- (a) *pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*
- (b) *pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.*

#### **Policy Implications:**

Nil

#### **Risk Management Considerations:**

<b>Risk &amp; Consequence</b>	<b>Consequence + Rating</b>	<b>Likelihood = Rating</b>	<b>Overall Risk Analysis</b>	<b>Mitigation/Actions</b>
<b>Financial Impact:</b> Council not accepting budget amendment recommendation	Moderate	Unlikely	Moderate	Provide reasoning and detailed explanations to Council to enable informed decision making.



(To be confirmed 10 September 2018)

<b>Compliance:</b> Financial statement not complying with the requirements of the <i>Local Government (Financial Management) Regulations 1996</i>	Moderate	Unlikely	Moderate	Internal review of monthly Financial activity statement.  External audits of monthly financial statements.
<b>Financial impact:</b> Misstatement or significant error in financial statements	Major	Unlikely	Moderate	Daily and monthly reconciliations.  Internal and external audits.
<b>Financial Impact:</b> Fraud and illegal acts	Catastrophic	Rare	Moderate	Stringent internal controls.  Internal audits. Segregation of duties.

**Strategic Plan Implications:**

CL6 – Finances are managed appropriately, sustainably and transparently for the benefit of the community.

CL 10 – Legislative responsibilities are resourced and managed appropriately, diligently and equitably.

**Financial Implications:**Internal Budget:

The Statement of Financial Activity, as contained in the body of the Financial Activity Statement Report, refers and explains.

Total Asset Management:

Nil

**Sustainability Assessment:**External Economic Implications:

Nil

Social Issues:

Nil

Cultural Issues:

Nil

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(To be confirmed 10 September 2018)

Environmental Issues:

Nil

**COMMENT:**

It is recommended that the Financial Activity Statement Report – 31 July 2018 be accepted.

**CONCLUSION:**

The Financial Activity Statement Report – 31 July, complies with the requirements of Regulation 34 (Financial activity statement report) of the *Local Government (Financial Management) Regulations 1996*. It is therefore recommended that the Financial Activity Statement Report – 31 July be accepted.

**FURTHER COMMENT:**

The members of the Finance and Audit Committee sought clarification on the following items:

- The revenue for Parking shows a \$70,000 better than budget position for the period being reported, which seems quite significant. Is this going to occur each month?

*The report is for a single month and so no trend data can be determined at this time. Increased infringements resulting from Optus Stadium and a full complement of Parking Officers may be impacting this financial position. Officers will continue to monitor this item to determine the need for any budget amendment.*

- The cash invested between last month and this month is different, why is this?

*Cash invested is assessed on a daily basis and measured against the operational needs. Some months this will increase, and some months this will decrease.*

- Why has sundry debtors increased from this time last month? Is this from property rent for current leases and grants and subsidies?

*Sundry debtors is a constantly changing value. We invoice people / organisations and they pay the Town promptly, or not. This is then displayed in the Aged Sundry Debtors table. By way of example:*

Grants and Subsidies

*Grants and Subsidies at 30 June 2018 totalled \$334,400.*

*Amounts raised in July 2018 totalled \$578,512.*

*Amounts received in July 2018 totalled \$356,400.*

*Grants and Subsidies at 31 July 2018 totalled \$556,512.*

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(To be confirmed 10 September 2018)

**RESOLVED:**

**Moved: Cr Vernon**

**Seconded: Cr Anderson**

**That the Finance and Audit Committee recommends that Council, pursuant to Regulation 34 of the *Local Government (Financial Management) Regulations 1996*, accepts the Financial Activity Statement Report – 31 July 2018 as attached to, and forming part of, this report.**

**(Simple majority required)**

**The motion was put and**

**Carried (6:0)**

**In favour of the motion: Cr Vernon; Cr Anderson; Cr Ammons Noble; Cr Oliver; Mr N Formosa; and Mr J Carley**



## ***Financial Activity Statement Report***

*For the month ended 31 July 2018*



## **Contents**

Statement of Financial Activity Variances

Proposed Budget Amendments

Accounting Notes

Service Unit Definitions

Statement of Financial Activity

Net Current Funding Position

Cash and Cash Investments

Receivables (Rates and Sundry Debtors)

Grants and Contributions

Reserve Funds

Capital Items

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(To be confirmed 10 September 2018)

## Statement of Financial Activity Variances

### Material Variances Defined

For the purposes of reporting the material variances in the Statement of Financial Activity (by Service Unit) (as contained in this document), the following indicators, as resolved, have been applied –

#### Revenues (Operating and Non-Operating)

Service Unit material variances will be identified where, for the period being reviewed, the actual varies to budget by an amount of (+) or (-) \$25,000 and, in these instances, an explanatory comment will be provided.

#### Expenses (Operating, Capital and Non-Operating)

Service Unit material variances will be identified where, for the period being reviewed, the actual varies to budget by an amount of (+) or (-) \$25,000 and, in these instances, an explanatory comment will be provided.

Before commenting on each of the specific material variances identified it is important to note that, whilst many accounts will influence the overall variance, only those accounts within the affected Service Unit that significantly contribute to the variance will be highlighted.

For the purposes of explaining each variance, a multi-part approach has been taken. The parts are –

1. Period Variation – Relates specifically to the value of the variance between the Budget and Actual figures for the period being reviewed.
2. Primary Reason – Explains the primary reasons for the period variance. As the review is aimed at a higher level analysis, only major contributing factors are reported.
3. Budget Impact – Forecasts the likely \$ impact on the year end surplus or deficit position. It is important to note that values in this part are indicative only at the time of reporting, for circumstances may subsequently change.

### Material Variances Explained

The Financial statements are presented based on the new organisational structure

As shown in the in the Statement of Financial Activity (contained within this document), the following variances have been identified -

#### Revenue

##### Chief Executive Officer

No material variance to report

##### Community Planning

No material variance to report

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(To be confirmed 10 September 2018)

## Finance

- **Parking**

- The period variation is favourable to period budget by \$70,469.
- The variation predominantly relates paid parking and infringement income which is greater than same time last year.  
The impact on the year end position is an increase in revenue of \$70,469

## Operations

No material variance to report

## **Operating Expense**

### Operations

- **Parks and Reserves**

- The period variation is favourable to period budget by \$102,248.
- The variation predominantly relates to delays in works due to weather. Tree maintenance has been delayed due to safety of power line pruning works and tree removal in inclement weather. Programmed kerb and footpath spraying has also been delayed due to weather. Parks sumps maintenance, mowing works delayed due to lack of growth from cold weather.
- The impact on the year end position is nil as this is a timing variance.

## **Capital Expense**

### Chief Executive Office

No material variance to report.

### Community Planning

No material variance to report.

### Finance

No material variance to report.

### Operations

No material variance to report.

## **Non-Operating Revenue**

### Finance

No material variance to report.

### Operations

No material variance to report.

## **Non-Operating Expenses**

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(To be confirmed 10 September 2018)

## Finance

No material variance to report.

## **Proposed Budget Amendments**

No budget amendments to report

## **Accounting Notes**

### **Significant Accounting Policies**

The significant accounting policies that have been adopted in the preparation of this document are:

#### **(a) Basis of Preparation**

The document has been prepared in accordance with applicable Australian Accounting Standards (as they apply to local government and not-for-profit entities), Australian Accounting Interpretations, other authoritative pronouncements of the Australian Accounting Standards Board, the Local Government Act 1995 and accompanying regulations.

The document has also been prepared on the accrual basis and is based on historical costs, modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and liabilities.

#### **(b) The Local Government Reporting Entity**

All Funds through which the Council controls resources to carry on its functions have been included in this document.

In the process of reporting on the local government as a single unit, all transactions and balances between those Funds (for example, loans and transfers between Funds) have been eliminated.

#### **(c) 2018 - 2019 Actual Balances**

Balances shown in this document as 2018 - 2019 Actual are subject to final adjustments.

#### **(d) Rounding Off Figures**

All figures shown in this document, other than a rate in the dollar, are rounded to the nearest dollar.

#### **(e) Rates, Grants, Donations and Other Contributions**

Rates, grants, donations and other contributions are recognised as revenues when the local government obtains control over the assets comprising the contributions. Control over assets acquired from rates is obtained at the commencement of the rating period or, where earlier, upon receipt of the rates.

#### **(f) Superannuation**



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(To be confirmed 10 September 2018)

The Council contributes to a number of Superannuation Funds on behalf of employees. All funds to which the Council contributes are defined contribution plans.

### **(g) Goods and Services Tax**

Revenues, expenses and assets capitalised are stated net of any GST recoverable. Receivables and payables in the statement of financial position are stated inclusive of applicable GST. The net amount of GST recoverable from, or payable to, the ATO is included with receivables on payables in the statement of financial position. Cash flows are presented on a Gross basis. The GST components of cash flows arising from investing or financing activities which are recoverable from, or payable to, the ATO are presented as operating cash flows.

### **(h) Cash and Cash Equivalents**

Cash and cash equivalents include cash on hand, cash at bank, deposits held at call with banks, other short term highly liquid investments with original maturities of three months or less that are readily convertible to known amounts of cash and that are subject to an insignificant risk of changes in value and bank overdrafts. Bank overdrafts are shown as short term borrowings in current liabilities.

### **(i) Trade and Other Receivables**

Collectability of trade and other receivables is reviewed on an ongoing basis. Debts that are known to be uncollectible are written off when identified. An allowance for doubtful debts is raised when there is objective evidence that they will not be collectible.

### **(j) Inventories**

#### General

Inventories are measured at the lower of cost and net realisable value. Net realisable value is the estimated selling price in the ordinary course of business less the estimated costs of completion and the estimated costs necessary to make the sale.

#### Land Held for Resale

Land purchased for development and/or resale is valued at the lower of cost and net realisable value. Cost includes the cost of acquisition, development, borrowing costs and holding costs until completion of development. Finance costs and holding charges incurred after development is completed are expensed.

Revenue arising from the sale of property is recognised as at the time of signing an unconditional contract of sale. Land held for resale is classified as current except where it is held as non-current based on Council's intentions to release for sale.

### **(k) Fixed Assets**

Each class of fixed asset is carried at cost or fair value as indicated less, where applicable, any accumulated depreciation and impairment losses.

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(To be confirmed 10 September 2018)

### Initial Recognition

All assets are initially recognised at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition. For assets acquired at no cost, or for nominal consideration, cost is determined as fair value at the date of acquisition. The cost of non-current assets constructed by the Council includes the cost of all materials used in construction, direct labour on the project and an appropriate proportion of variable and fixed overheads.

Subsequent costs are included in the asset's carrying amount or recognised as a separate asset, as appropriate, only when it is probable that future economic benefits associated with the item will flow to the Council and the cost of the item can be measured reliably. All other repairs and maintenance are recognised as expenses in the period in which they are incurred.

### Revaluation

Certain asset classes may be re-valued on a regular basis such that the carrying values are not materially different from fair value. For infrastructure and other asset classes, where no active market exists, fair value is determined to be the current replacement cost of an asset less, where applicable, accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Increases in the carrying amount arising on revaluation of assets are credited to a revaluation surplus in equity. Decreases that offset previous increases of the same asset are recognised against revaluation surplus directly in equity; all other decreases are recognised in profit or loss. Any accumulated depreciation at the date of revaluation is eliminated against the gross carrying amount of the asset and the net amount is restated to the re-valued amount of the asset.

Those assets carried at a re-valued amount, being their fair value at the date of revaluation less any subsequent accumulated depreciation and accumulated impairment losses, are to be re-valued with sufficient regularity to ensure the carrying amount does not differ materially from that determined using fair value at reporting date.

### Land Under Roads

In Western Australia, all land under roads is Crown land, the responsibility for managing which, is vested in the local government. Council has elected not to recognise any value for land under roads acquired on or before 31 July 2008. This accords with the treatment available in Australian Accounting Standard AASB 1051 Land Under Roads and the fact Local Government (Financial Management) Regulation 16 (a) (i) prohibits local governments from recognising such land as an asset. In respect of land under roads acquired on or after 1 August 2008, as detailed above, Local Government (Financial Management) Regulation 16 (a) (i) prohibits local governments from recognising such land as an asset.

Whilst such treatment is inconsistent with the requirements of AASB 1051, Local Government (Financial Management) Regulation 4 (2) provides, in the event of such an inconsistency, the Local Government (Financial Management) Regulations prevail. Consequently, any land under roads acquired on or after 1 September 2008 is not included as an asset of the Council.

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(To be confirmed 10 September 2018)

### Depreciation of Non-Current Assets

All non-current assets having a limited useful life (excluding freehold land) are systematically depreciated over their useful lives in a manner that reflects the consumption of the future economic benefits embodied in those assets. Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time the asset is completed and held ready for use. Depreciation is recognised on a straight-line basis, using rates that are reviewed each reporting period. Major depreciation periods are:

Buildings		40 years
Furniture and Equipment		5 – 10 years
Plant and Machinery		2 – 10 years
Sealed Roads	- Clearing and Earthworks	Not depreciated
	- Construction and Road Base	5 – 80 years
	- Original Surface / Major Resurface	5 – 80 years
Drainage		5 – 80 years
Pathways		5 – 80 years
Parks and Reserves		5 – 80 years

Asset residual values and useful lives are reviewed, and adjusted if appropriate, at the end of each reporting period. An asset's carrying amount is written down immediately to its recoverable amount if the asset's carrying amount is greater than its estimated recoverable amount. Gains and losses on disposals are determined by comparing proceeds with the carrying amount. When revalued assets are sold, amounts included in the revaluation surplus relating to that asset are transferred to retained earnings.

### Capitalisation Threshold

Expenditure on capital items under \$2,000 is not individually capitalised. Rather, it is recorded on an Asset Low Value Pool listing.

## **(I) Financial Instruments**

### Initial Recognition and Measurement

Financial assets and financial liabilities are recognised when the Council becomes a party to the contractual provisions to the instrument. For financial assets, this is equivalent to the date that the Council commits itself to either the purchase or sale of the asset (i.e. trade date accounting is adopted). Financial instruments are initially measured at fair value plus transaction costs, except where the instrument is classified 'at fair value through profit or loss', in which case transaction costs are expensed to profit or loss immediately.

### Classification and Subsequent Measurement

Financial instruments are subsequently measured at fair value, amortised cost using the effective interest rate method or cost. Fair value represents the amount for which an asset could be exchanged or a liability settled, between knowledgeable, willing parties. Where available, quoted prices in an active market are used to determine fair value. In other circumstances, valuation techniques are adopted.

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(To be confirmed 10 September 2018)

Amortised cost is calculated as:

- a. the amount in which the financial asset or financial liability is measured at initial recognition;
- b. less principal repayments;
- c. plus or minus the cumulative amortisation of the difference, if any, between the amount initially recognised and the maturity amount calculated using the effective interest rate method; and
- d. less any reduction for impairment.

The effective interest method is used to allocate interest income or interest expense over the relevant period and is equivalent to the rate that discounts estimated future cash payments or receipts (including fees, transaction costs and other premiums or discounts) through the expected life (or when this cannot be reliably predicted, the contractual term) of the financial instrument to the net carrying amount of the financial asset or financial liability. Revisions to expected future net cash flows will necessitate an adjustment to the carrying value with a consequential recognition of an income or expense in profit or loss.

#### Financial assets at fair value through profit and loss

Financial assets at fair value through profit or loss are financial assets held for trading. A financial asset is classified in this category if acquired principally for the purpose of selling in the short term. Derivatives are classified as held for trading unless they are designated as hedges. Assets in this category are classified as current assets.

#### Loans and receivables

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market and are subsequently measured at amortised cost. Loans and receivables are included in current assets where they are expected to mature within 12 months after the end of the reporting period.

#### Held-to-maturity investments

Held-to-maturity investments are non-derivative financial assets with fixed maturities and fixed or determinable payments that the Council's management has the positive intention and ability to hold to maturity. They are subsequently measured at amortised cost. Held-to-maturity investments are included in current assets where they are expected to mature within 12 months after the end of the reporting period. All other investments are classified as non-current. They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain or loss pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

#### Available-for-sale financial assets

Available-for-sale financial assets are non-derivative financial assets that are either not suitable to be classified into other categories of financial assets due to their nature, or they

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(To be confirmed 10 September 2018)

are designated as such by management. They comprise investments in the equity of other entities where there is neither a fixed maturity nor fixed or determinable payments.

They are subsequently measured at fair value with changes in such fair value (i.e. gains or losses) recognised in other comprehensive income (except for impairment losses). When the financial asset is derecognised, the cumulative gain, or loss, pertaining to that asset previously recognised in other comprehensive income is reclassified into profit or loss.

Available-for-sale financial assets are included in current assets, where they are expected to be sold within 12 months after the end of the reporting period. All other financial assets are classified as non-current.

### Financial liabilities

Non-derivative financial liabilities (excluding financial guarantees) are subsequently measured at amortised cost.

### Impairment

At the end of each reporting period, the Council assesses whether there is objective evidence that a financial instrument has been impaired. In the case of available-for-sale financial instruments, a prolonged decline in the value of the instrument is considered to determine whether impairment has arisen. Impairment losses are recognised in profit or loss. Any cumulative decline in fair value is reclassified to profit or loss at this point.

### Derecognition

Financial assets are derecognised where the contractual rights for receipt of cash flows expire or the asset is transferred to another party, whereby the Council no longer has any significant continual involvement in the risks and benefits associated with the asset.

Financial liabilities are derecognised where the related obligations are discharged, cancelled or expired. The difference between the carrying amount of the financial liability extinguished or transferred to another party and the fair value of the consideration paid, including the transfer of non-cash assets or liabilities assumed, is recognised in profit or loss.

### **(m) Impairment**

In accordance with Australian Accounting Standards the Council's assets, other than inventories, are assessed at each reporting date to determine whether there is any indication they may be impaired. Where such an indication exists, an impairment test is carried out on the asset by comparing the recoverable amount of the asset, being the higher of the asset's fair value less costs to sell and value in use, to the asset's carrying amount.

Any excess of the asset's carrying amount over its recoverable amount is recognised immediately in profit or loss, unless the asset is carried at a revalued amount in accordance with another standard (e.g. AASB 116). For non-cash generating assets such as roads, drains, public buildings and the like, value in use is represented by the depreciated replacement cost of the asset. At the time of adopting the Annual Budget, it was not possible to estimate the amount of impairment losses (if any) as at 31 July 2018. In any event, an

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(To be confirmed 10 September 2018)

impairment loss is a non-cash transaction and consequently, has no impact on the Annual Budget.

#### **(n) Trade and Other Payables**

Trade and other payables represent liabilities for goods and services provided to the Council prior to the end of the financial year that are unpaid and arise when the Council becomes obliged to make future payments in respect of the purchase of these goods and services. The amounts are unsecured and are usually paid within 30 days of recognition.

#### **(o) Employee Benefits**

Provision is made for the Council's liability for employee benefits arising from services rendered by employees to the end of the reporting period. Employee benefits that are expected to be settled within one year have been measured at the amounts expected to be paid when the liability is settled.

Employee benefits payable later than one year have been measured at the present value of the estimated future cash outflows to be made for those benefits. In determining the liability, consideration is given to employee wage increases and the probability that the employee may not satisfy vesting requirements. Those cash flows are discounted using market yields on national government bonds with terms to maturity that match the expected timing of cash flows.

#### **(p) Borrowing Costs**

Borrowing costs are recognised as an expense when incurred except where they are directly attributable to the acquisition, construction or production of a qualifying asset. Where this is the case, they are capitalised as part of the cost of the particular asset.

#### **(q) Provisions**

Provisions are recognised when:

- a. The Council has a present legal or constructive obligation as a result of past events;
- b. for which it is probable that an outflow of economic benefits will result; and
- c. that outflow can be reliably measured.

Provisions are measured using the best estimate of the amounts required to settle the obligation at the end of the reporting period.

#### **(r) Current and Non-Current Classification**

In the determination of whether an asset or liability is current or non-current, consideration is given to the time when each asset or liability is expected to be settled. The asset or liability is classified as current if it expected to be settled within the next 12 months, being the Council's operational cycle. In the case of liabilities where the Council does not have the unconditional right to defer settlement beyond 12 months, such as vested long service leave, the liability is classified as current even if not expected to be settled within the next 12 months. Inventories held for trading are classified as current even if not expected to be

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(To be confirmed 10 September 2018)

realised in the next 12 months except for land held for resale where it is held as non-current based on the Council's intentions to release for sale.

**(s) Comparative Figures**

Where required, comparative figures have been adjusted to conform to changes in presentation for the current reporting period.

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(To be confirmed 10 September 2018)

## **(t) Budget Comparative Figures**

Unless otherwise stated, the Budget comparative figures shown in this Budget document relate to the original Budget estimate for the relevant item of disclosure.

### **Service Unit Definitions**

The Town operations, as disclosed in this report, encompass the following service-oriented Service Units –

#### **Chief Executive Office**

##### Chief Executive Office

The Chief Executive Office leads and supports the transformation of the organisation into a customer-focused, culturally constructive, legislatively compliant, sector-leading entity, with a primary focus on the Service Areas within the Chief Executive Office functional area.

##### Communications and Engagement

Communications and Engagement manages the brand and reputation of the Town. This is achieved through developing clear and accessible messaging, consulting with the community, delivering key messages through various channels and working to reach the appropriate audiences through strategically executed marketing, engagement and communication planning..

##### Customer Relations

Customer Relations manages the Customer Service Contact Centre, which is the first point of contact for the organisation, and monitors performance against the Town's Customer Service Charter.

##### Leadership and Governance

The Leadership and Governance Service Area is committed to responsibly managing the Town on behalf of the residents and ratepayers of the District through collaboration, knowledge-sharing and good governance.

##### Human Resources

Human Resources is responsible for the development and implementation of occupational health and safety compliance, staff development, employee relations, recruitment and payroll services of the Town.

#### **Community Planning**

##### Building Services



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(To be confirmed 10 September 2018)

Building Services provide services to ensure buildings are safe, liveable, accessible and sustainable, and meet statutory requirements.

#### Community Development

The Community Development team's vision is an empowered Victoria Park, which will be achieved through the mission of community capacity building.

#### Community Planning Office

The Community Planning Office leads and supports the transformation of the organisation into a customer-focused, culturally constructive, legislatively compliant, sector-leading entity, with a primary focus on the Service Areas within the Community Planning functional area.

#### Digital Hub

The Digital Hub provides free digital literacy and online training for the local community, not-for-profit organisations and local business operators.

#### Economic Development

Economic Development seeks to increase the economic growth of the district through fostering business attraction and retention, tourism, marketing, community initiatives and creating robust relationships.

#### Environmental Health

Environmental Health seeks to promote good standards of public health via the many hospitality outlets in the area and the community in general.

#### General Compliance

The General Compliance Area liaise with and direct property owners and developers to ensure built-form building and planning requirements are adhered to at all times.

#### Healthy Community

The Healthy Community team connect people to services, resources, information, facilities, and experiences that enhance their physical and social health and wellbeing.

#### Library Services

Library Services plays a pivotal role in providing our community with access to resources, knowledge and technology in a safe, nurturing environment.

#### Place Management

The Place Management Service Area implements programs, that are suitable for the particular targeted section of the community, to improve places within the District or,

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(To be confirmed 10 September 2018)

where the community is satisfied with the standard of operation, to maintain the already attained standard.

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(To be confirmed 10 September 2018)

### Strategic Town Planning

Strategic Town Planning develops strategies for the future growth of the Town, with the aims of creating a vibrant community and improving the quality of life for residents.

### Urban Planning

Urban Planning assesses applications for development approval and subdivision, provides advice to the community and ensures land is appropriately used and developed.

### **Finance**

#### Aqualife

The Aqualife Centre aims to improve community health and wellbeing; and to provide a safe and welcoming environment for the community to meet and socialise, primarily through aquatic recreation.

#### Budgeting

The Budgeting Area includes the administration of non-cash expenditure and revenue associated with local government accounting requirements, including profit and loss and depreciation.

#### Corporate Funds

The Corporate Funds are includes the management of loans, reserve fund transfers, restricted and trust funds, rate revenue and corporate grants funding.

#### Finance Office

The Finance Office leads and supports the transformation of the organisation into a customer-focused, culturally constructive, legislatively compliant, sector-leading entity, with a primary focus on the Service Areas within the Finance functional area.

#### Financial Services

The key role of Financial Services is to manage and control the Town's finances in a sound and prudent manner.

#### Information Systems

Information Systems assists the Town in operating efficiently with the smooth running of essential business computer programs and systems.

#### Leisurelife

The Leisurelife Centre aims to improve community health and wellbeing, and to provide a safe and welcoming environment for the community to meet and socialise, primarily through active recreation.

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(To be confirmed 10 September 2018)

### Parking

The Parking Management section guides future parking initiatives within the Town, ensuring equitable access for everyone, whilst also monitoring existing parking areas and ensuring a safer community.

### Rangers

Ranger Services offer a 24 hours-a-day / 7 days-a-week service to help ensure community safety in the areas of Dog and Cat management and Local Law enforcement.

### **Operations**

#### Asset Planning

Asset Planning provides services to manage and maintain Council facilities and their related assets.

#### Environment

The Environment Area is committed to preserving and enhancing natural areas and recognises not only the ecological benefits of protecting natural assets, but also the social and recreational benefits as well.

#### Fleet Services

Fleet Services oversees the various items of light fleet, heavy fleet and plant and equipment.

#### Operations Office

The Operations Office leads and supports the transformation of the organisation into a customer-focused, culturally constructive, legislatively compliant, sector-leading entity, with a primary focus on the Service Areas within the Operations functional area.

#### Parks and Reserves

The Parks and Reserves Section delivers high quality horticultural works to parks, reserves and streetscapes.

#### Project Management

Project Management assists in improving the standards of project management and project delivery, and delivers nominated projects on behalf of the Town.

#### Street Improvement

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(To be confirmed 10 September 2018)

Street Improvement provides engineering advice, design, planning, and road safety initiatives.

Street Operations

Street Operations ensure the maintenance and renewal of roads, pathways, drainage and associated assets.

Waste

Waste Management implements waste collection, minimisation and disposal in a sustainable manner.

(To be confirmed 10 September 2018)



*Statement of Financial Activity  
For the period 1 July 2018 to 31 July 2018*

Particulars	Material Variance		31 July 2018		
	\$	%	Revised Budget \$	Year-to-Date Budget \$	Year-to-Date Actual \$
<b>Revenue</b>					
<b>Chief Executive Office</b>			<b>55,000</b>	<b>4,250</b>	<b>403</b>
Chief Executive Office			50,500	4,210	159
Communications and Engage			1,000	0	0
Customer Relations			0	0	0
Human Resources			3,000	0	164
Leadership and Governance			500	40	80
<b>Community Planning</b>			<b>1,353,000</b>	<b>96,960</b>	<b>140,046</b>
Building Services			370,500	33,680	42,921
Community Development			268,500	497	7,181
Community Planning Office			1,000	0	80
Digital Hub			1,500	0	0
Economic Development			0	0	0
Environmental Health			282,000	23,630	20,326
General Compliance			10,000	0	1,144
Healthy Community			27,500	2,290	5,247
Library Services			31,500	1,905	4,037
Place Management			0	0	0
Strategic Town Planning			1,000	0	0
Urban Planning			359,500	34,958	59,109
<b>Finance</b>			<b>57,733,500</b>	<b>46,379,211</b>	<b>46,420,285</b>
Aqualife			2,182,500	165,360	180,164
Budgeting			1,622,500	14,800	0
Corporate Funds			48,124,500	45,684,700	45,667,956
Finance Office			1,000	0	80
Financial Services			747,500	42,250	35,217
Information Systems			2,000	160	140
Leisurelife			2,205,500	190,804	182,143
Parking	70,469	▲	2,734,000	277,837	348,306
Ranger services			114,000	3,300	6,280
<b>Operations</b>			<b>9,611,000</b>	<b>1,629,997</b>	<b>1,649,048</b>
Asset Planning			1,004,500	79,545	66,319
Environment			0	0	0
Fleet Services			10,500	0	7,130
Operations Office			2,002,500	0	80
Parks and Reserves			3,151,000	306,910	303,530
Project Management			0	0	102
Street Improvement			10,500	876	20,080
Street Operations			2,640,500	500,166	505,124
Waste Services			791,500	742,500	746,683
<b>Total Revenue</b>			<b>68,752,500</b>	<b>48,110,418</b>	<b>48,209,782</b>

(To be confirmed 10 September 2018)



*Statement of Financial Activity*  
*For the period 1 July 2018 to 31 July 2018*

Particulars	Material Variance		31 July 2018			
			Revised Budget	Year-to-Date Budget	Year-to-Date Actual	
	\$	%	\$	\$	\$	
<b>Operating Expense</b>						
<b>Chief Executive Office</b>			<b>(4,403,000)</b>	<b>(359,307)</b>	<b>(357,206)</b>	
Chief Executive Office			(1,123,500)	(83,340)	(78,489)	
Communications and Engage			(841,500)	(57,472)	(47,396)	
Customer Relations			(878,500)	(93,875)	(70,899)	
Human Resources			(844,000)	(64,990)	(77,586)	
Leadership and Governance			(715,500)	(59,630)	(82,836)	
<b>Community Planning</b>			<b>(8,272,000)</b>	<b>(477,656)</b>	<b>(434,479)</b>	
Building Services			(496,500)	(39,640)	(42,747)	
Community Development			(1,962,500)	(112,493)	(92,229)	
Community Planning Office			(947,500)	(50,000)	(47,989)	
Digital Hub			(153,000)	(6,330)	(5,314)	
Economic Development			(194,500)	(1,960)	(11,106)	
Environmental Health			(652,000)	(61,110)	(57,684)	
General Compliance			(249,500)	0	(16,623)	
Healthy Community			(261,000)	(22,423)	(1,654)	
Library Services			(1,243,500)	(109,800)	(90,235)	
Place Management			(302,500)	(1,630)	(13,408)	
Strategic Town Planning			(726,000)	(31,980)	(25,049)	
Urban Planning			(1,083,500)	(40,290)	(30,442)	
<b>Finance</b>			<b>(21,912,500)</b>	<b>(1,024,218)</b>	<b>(925,387)</b>	
Aqualife			(2,537,000)	(164,955)	(166,779)	
Budgeting			(7,756,000)	(16,300)	0	
Corporate Funds			(558,000)	(8,800)	13,630	
Finance Office			(773,500)	(64,100)	(54,022)	
Financial Services			(1,298,500)	(76,850)	(65,723)	
Information Systems			(2,966,000)	(301,090)	(320,659)	
Leisurelife			(2,756,000)	(222,267)	(201,571)	
Parking			(2,442,500)	(103,556)	(85,144)	
Ranger services			(825,000)	(66,300)	(45,118)	
<b>Operations</b>			<b>(31,223,000)</b>	<b>(712,241)</b>	<b>(627,777)</b>	
Asset Planning			(10,814,000)	(197,818)	(183,651)	
Environment			(185,500)	(7,336)	(7,269)	
Fleet Services			0	0	(11,184)	
Operations Office			(2,820,000)	(50,000)	(63,467)	
Parks and Reserves	102,248	▼	42%	(4,981,500)	(245,057)	(142,809)
Project Management			(1,901,500)	(36,840)	(50,932)	
Street Improvement			(1,165,000)	(48,148)	(62,938)	
Street Operations			(2,854,500)	(70,800)	(59,631)	
Waste Services			(6,501,000)	(56,242)	(45,896)	
<b>Total Operating Expense</b>			<b>(65,810,500)</b>	<b>(2,573,422)</b>	<b>(2,344,848)</b>	

(To be confirmed 10 September 2018)



*Statement of Financial Activity*  
*For the period 1 July 2018 to 31 July 2018*

Particulars	Material Variance	%	31 July 2018		
			Revised Budget	Year-to-Date Budget	Year-to-Date Actual
	\$		\$	\$	\$
<b>Capital Expense</b>					
<b>Chief Executive Office</b>			<b>0</b>	<b>0</b>	<b>0</b>
Chief Executive Office			0	0	0
Communications and Engage			0	0	0
Customer Relations			0	0	0
Human Resources			0	0	0
Leadership and Governance			0	0	0
<b>Community Planning</b>			<b>(138,000)</b>	<b>0</b>	<b>0</b>
Building Services			0	0	0
Community Development			(138,000)	0	0
Community Planning Office			0	0	0
Digital Hub			0	0	0
Economic Development			0	0	0
Environmental Health			0	0	0
General Compliance			0	0	0
Healthy Community			0	0	0
Library Services			0	0	0
Place Management			0	0	0
Strategic Town Planning			0	0	0
Urban Planning			0	0	0
<b>Finance</b>			<b>(1,213,500)</b>	<b>0</b>	<b>0</b>
Aqualife			0	0	0
Budgeting			0	0	0
Corporate Funds			0	0	0
Finance Office			0	0	0
Financial Services			0	0	0
Information Systems			(976,500)	0	0
Leisurelife			0	0	0
Parking			(237,000)	0	0
Ranger services			0	0	0
<b>Operations</b>			<b>(17,037,000)</b>	<b>0</b>	<b>(13,810)</b>
Asset Planning			(3,255,000)	0	(7,981)
Environment			0	0	0
Fleet Services			(934,500)	0	(6,109)
Operations Office			0	0	0
Parks and Reserves			(6,297,000)	0	280
Project Management			(71,000)	0	0
Street Improvement			0	0	0
Street Operations			(6,479,500)	0	0
Waste Services			0	0	0
<b>Total Capital Expense</b>			<b>(18,388,500)</b>	<b>0</b>	<b>(13,810)</b>



(To be confirmed 10 September 2018)



*Statement of Financial Activity  
For the period 1 July 2018 to 31 July 2018*

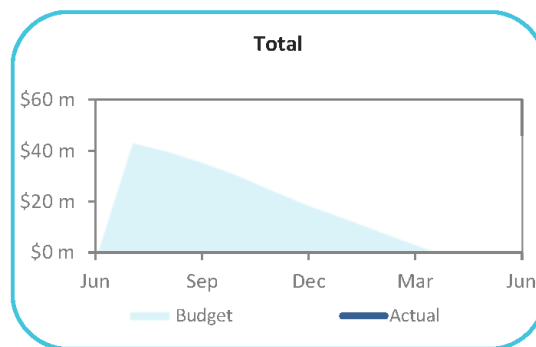
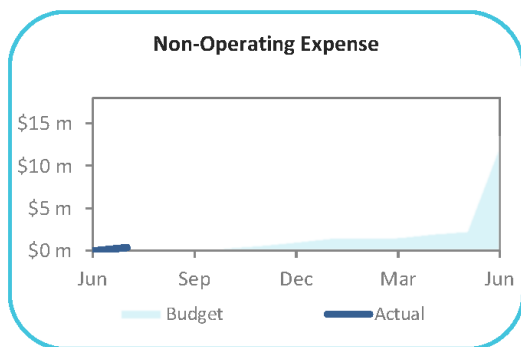
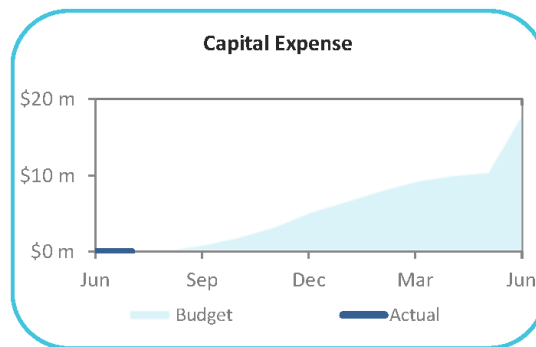
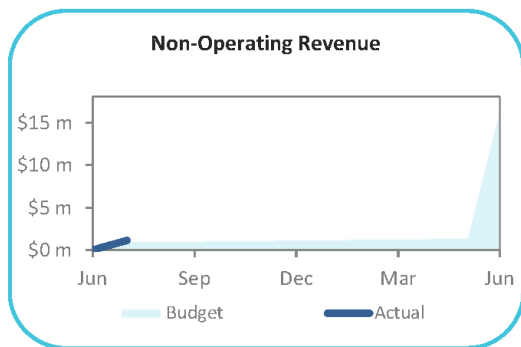
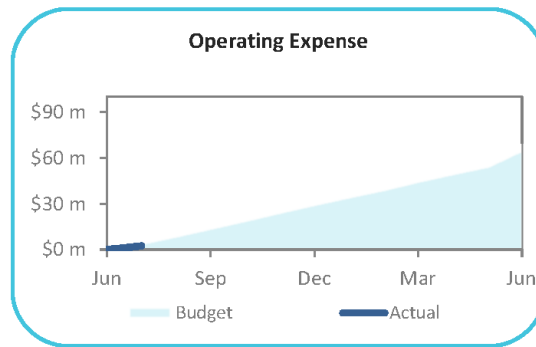
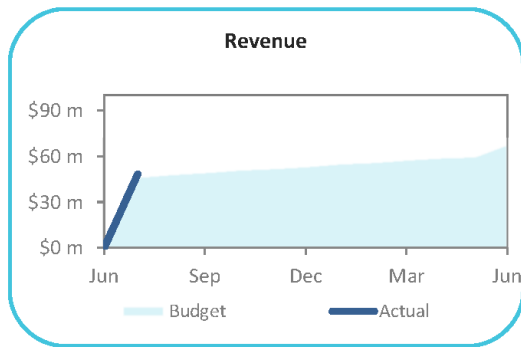
Particulars	\$	Material Variance	%	31 July 2018		
				Revised Budget	Year-to-Date Budget	Year-to-Date Actual
				\$	\$	\$
<b>Non-Operating Revenue</b>						
<b>Finance</b>				<b>17,027,000</b>	<b>1,081,000</b>	<b>1,081,282</b>
Corporate Funds				17,027,000	1,081,000	1,081,282
<b>Operations</b>				<b>383,000</b>	<b>39,000</b>	<b>30,195</b>
Fleet Services				383,000	39,000	30,195
<b>Total Non-Operating Revenue</b>				<b>17,410,000</b>	<b>1,120,000</b>	<b>1,111,477</b>
<b>Non-Operating Expense</b>						
<b>Finance</b>				<b>(12,932,500)</b>	<b>(350,000)</b>	<b>(373,552)</b>
Corporate Funds				(12,932,500)	(350,000)	(373,552)
<b>Total Non-Operating Expense</b>				<b>(12,932,500)</b>	<b>(350,000)</b>	<b>(373,552)</b>
<b>Non-Cash Items Adjustments</b>						
Profit and Loss				(1,607,500)	(133,750)	0
Depreciation				8,037,500	645,250	0
<b>Total Non-Cash Items Adjustments</b>				<b>6,430,000</b>	<b>511,500</b>	<b>0</b>
<b>Suspense Items Yet To Be Applied</b>					0	(323,657)
<b>Opening Surplus / (Deficit)</b>				<b>4,539,000</b>	<b>4,539,000</b>	<b>11,238,363</b>
<b>Closing Surplus / (Deficit)</b>				<b>0</b>	<b>51,357,496</b>	<b>57,503,756</b>

(To be confirmed 10 September 2018)



**Statement of Financial Activity**  
For the period 1 July 2018 to 31 July 2018

**Graphical Representation**



(To be confirmed 10 September 2018)



**Net Current Funding Position**  
For the period 1 July 2018 to 31 July 2018

Particulars	Brought Forward 1 July \$	2018-2019 Revised Budget \$	Year To Date Actual \$
<b>Current Assets</b>			
Cash - Unrestricted	15,225,796	7,903,757	15,086,676
Cash - Reserves / Restricted	26,405,974	33,823,443	26,405,974
Receivables and Accruals	4,731,491	2,000,000	55,620,528
Inventories	6,978	1,500	6,978
	<b>46,370,238</b>	<b>43,728,700</b>	<b>97,120,155</b>
<b>Less Current Liabilities</b>			
Payables and Provisions	(8,725,901)	(9,905,257)	(13,210,426)
	<b>(8,725,901)</b>	<b>(9,905,257)</b>	<b>(13,210,426)</b>
<b>Net Current Asset Position</b>	<b>37,644,337</b>	<b>33,823,443</b>	<b>83,909,729</b>
<b>Less</b>			
Cash - Reserves / Restricted	(26,405,974)	(33,823,443)	(26,405,974)
<b>Estimated Surplus / (Deficiency) Carried Forward</b>	<b>11,238,363</b>	<b>-</b>	<b>57,503,756</b>

(To be confirmed 10 September 2018)



*Cash and Cash Investments*  
For the month ended 31 July 2018

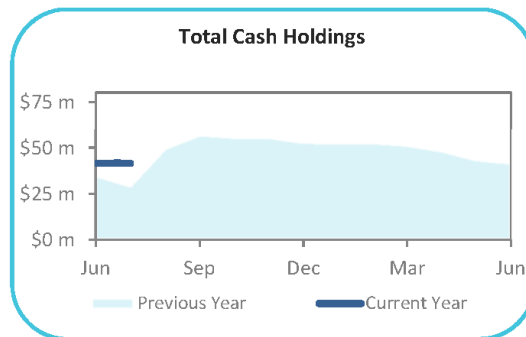
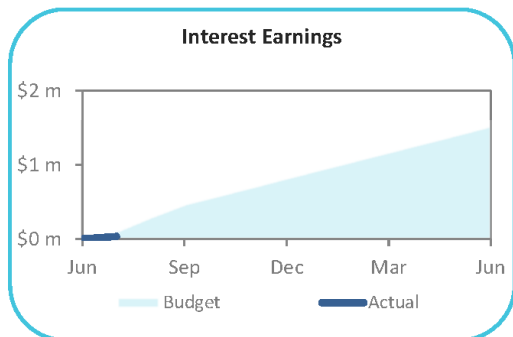
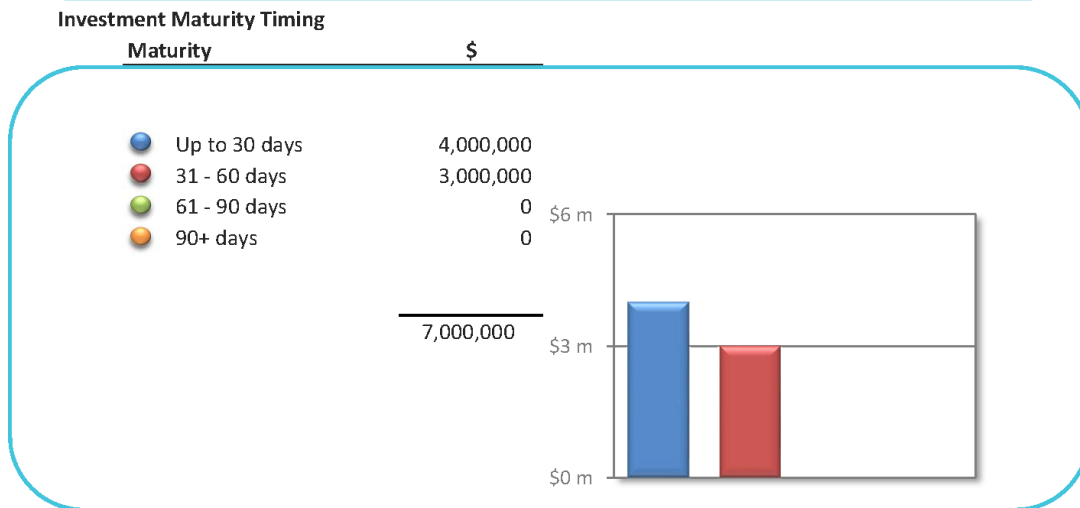
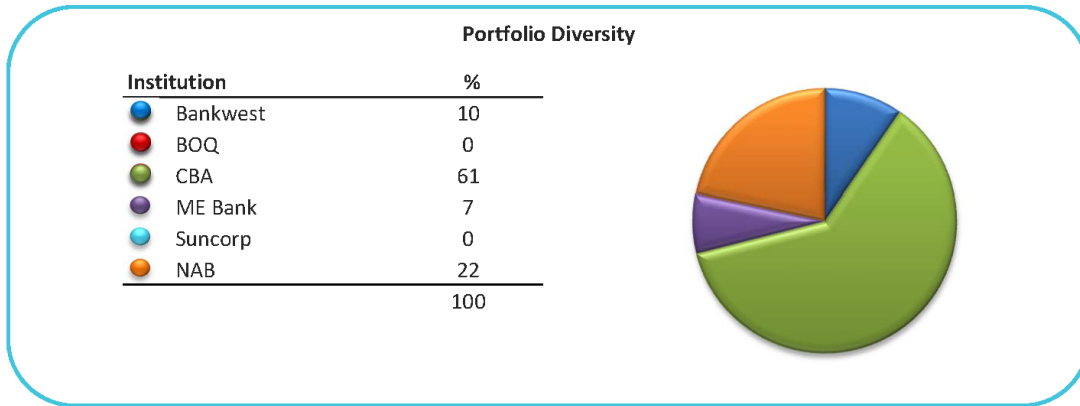
## Cash and Investments Analysis

	Amount Invested \$	Interest Rate %	Term (Days)	Maturity Date	Projected Earnings \$	Percentage of Portfolio
<b>Cash - Unrestricted</b>						
<b>CBA</b>	<b>7,077,671</b>				<b>15,341</b>	<b>17%</b>
At Call	7,077,671	Variable	11am	Daily	15,341	
<b>ME Bank</b>	<b>3,000,000</b>				<b>11,638</b>	<b>7%</b>
117986	3,000,000	2.40	59	27-Sep-18	11,638	
<b>NAB</b>	<b>5,000,000</b>				<b>68,642</b>	<b>12%</b>
57-576-8731	2,000,000	2.70	330	25-Jun-19	48,822	
57-344-8427	3,000,000	2.65	91	29-Oct-18	19,821	
<b>Total Cash - Unrestricted</b>	<b>15,077,671</b>				<b>95,622</b>	<b>36%</b>
<b>Cash - Restricted</b>						
<b>CBA</b>	<b>18,405,974</b>				<b>415</b>	<b>44%</b>
At Call	18,405,974	Variable	11am	Daily	415	
<b>Bankwest</b>	<b>4,000,000</b>				<b>82,849</b>	<b>10%</b>
4739557	4,000,000	2.80	270	26-Apr-19	82,849	
<b>NAB</b>	<b>4,000,000</b>				<b>97,644</b>	<b>10%</b>
57-186-2122	4,000,000	2.70	330	25-Jun-18	97,644	
<b>Total Cash - Restricted</b>	<b>26,405,974</b>				<b>180,908</b>	<b>64%</b>
<b>Total Cash - Invested</b>	<b>41,483,645</b>				<b>276,530</b>	<b>100%</b>
<b>Cash on Hand</b>	<b>9,005</b>					
<b>Total Cash</b>	<b>41,492,650</b>					



*Cash and Cash Investments  
For the month ended 31 July 2018*

Cash and Investments Analysis



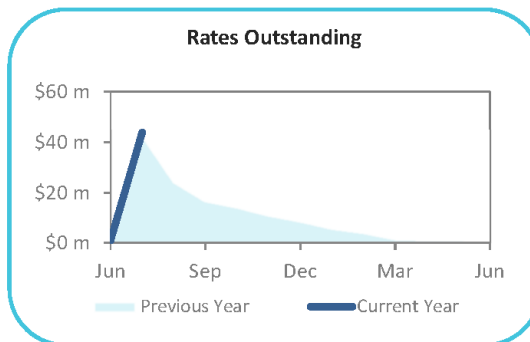
(To be confirmed 10 September 2018)



*Receivables (Rates and Sundry Debtors)  
For the month ended 31 July 2018*

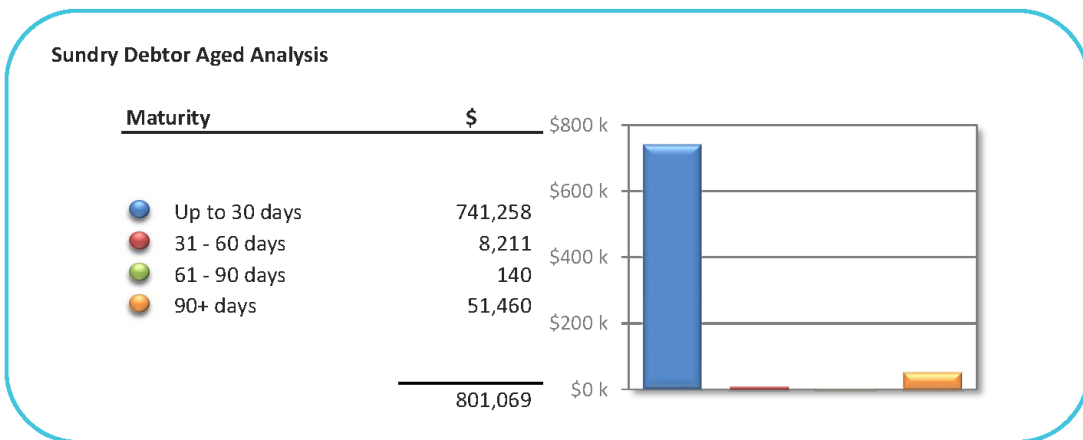
**Rates Outstanding (Not Including Deferrals or Associated Fees and Charges)**

	<b>Total</b>
Balance from Previous Year	1,092,378
Rates Levied - Initial	45,627,053
Rates Levied - Interims	0
<b>Total Rates Collectable</b>	<b>46,719,431</b>
Current Rates Collected To Date	3,916,024
<b>Current Rates Outstanding</b>	<b>42,803,406</b>
<b>% Rates Outstanding</b>	<b>91.6%</b>



**Sundry Debtors**

Type	Total	30 Days	60 Days	90 Days	90+ Days
Grants and Subsidies	556,512	556,512	-	-	-
Property Rent	91,039	42,536	-	-	48,503
Aqualife Fees	9,000	5,889	3,112	-	-
Leisurelife Fees	14,025	12,100	604	-	1,321
Community Life Fees	18,181	17,176	1,005	-	-
Health Fees	2,368	1,400	80	-	888
Other Fees and Charges	87,574	83,276	3,410	140	748
Long Service Leave From Councils	10,879	10,879	-	-	-
Building and Planning Application Fees	11,491	11,491	-	-	0
<b>Total Sundry Debtors</b>	<b>801,069</b>	<b>741,258</b>	<b>8,211</b>	<b>140</b>	<b>51,460</b>



(To be confirmed 10 September 2018)



*Grants and Contributions*  
For the month ended 31 July 2018

## Grants and Contributions

Details	Original	Revised	Receipt Status	
	Budget	Budget	Invoiced	Remaining
	\$	\$		
<b>Operating Funding</b>				
<u>Community Development</u>				
Community Grants	25,000	25,000	-	25,000
Lotterywest Grants	10,000	10,000	-	10,000
Sponsorship	2,500	2,500	-	2,500
State Government Grants	3,500	3,500	-	3,500
<u>Corporate Funds</u>				-
Federal Assistance Grant	750,000	750,000	-	750,000
Federal Local Road Grant	350,000	350,000	-	350,000
<u>Library Services</u>				-
Book Council Grants	3,000	3,000	-	3,000
State Government Grants	3,000	3,000	-	3,000
<u>Operations Office</u>				-
State Government Grants	2,000,000	2,000,000	-	2,000,000
<u>Street Operations</u>				-
Federal Government Grants	235,000	235,000	210,000	25,000
MRWA Direct Road Grants	50,000	50,000	-	50,000
Street Lighting Subsidy	31,000	31,000	-	31,000
				-
<b>Non-Operating Funding</b>				-
<u>Asset Planning</u>				-
State Government Grant	751,000	751,000	-	751,000
<u>Parks and Reserves</u>				-
Recreation Capital Grants	304,000	304,000	304,000	-
State Government Grant	2,790,000	2,790,000	-	2,790,000
<u>Street Operations</u>				-
Federal Government Capital Grants	65,000	65,000	-	65,000
MRRG Road Rehabilitation Grants	374,500	374,500	38,320	336,180
MRWA Black Spot Grants	971,000	971,000	256,000	715,000
MRWA Other Grants	40,000	40,000	-	40,000
State Government Grant	303,000	303,000	-	303,000
Transport Grants	456,000	456,000	-	456,000
				-
<b>Total Cash Deposits</b>	<b>9,517,500</b>	<b>9,517,500</b>	<b>808,320</b>	<b>8,709,180</b>

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(To be confirmed 10 September 2018)



*Reserve Funds  
For the month ended 31 July 2018*

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### Reserve Funds Descriptions

The purposes for which funds have been set aside by Council, in Reserve Funds, are outlined below -

#### Building Renewal

*To be used to fund renewal projects associated with Council's Building assets.*

#### Cash-in-Lieu

*To be used to assist in funding initiatives associated with payments received as cash in lieu of required obligations or works.*

#### Community Art

*To be used to fund the purchase and placement of art for the Council and Community.*

#### Drainage Renewal

*To be used to fund renewal projects associated with Council's Drainage infrastructure.*

#### Edward Millen Site

*To be used to assist in improving and / or maintaining the Edward Millen site, including the associated grounds.*

#### Furniture and Equipment Renewal

*To be used to fund renewal projects associated with Council's Furniture and Equipment assets.*

#### Future Fund

*To assist in funding projects and property purchases that diversify Council's revenue streams.*

#### Future Projects

*To assist in funding 'new' and 'upgrade' capital projects, with funding primarily derived from the sale of land assets.*

#### Harold Hawthorne - Carlisle Memorial

*To be used to provide funds to assist in conducting future Spring Garden Competitions.*

#### Information Technology Renewal

*To be used to fund renewal projects associated with Council's information technology assets.  
significant insurance claims.*

#### Insurance Risk Reserve

*To be used for the purpose of meeting the difference between premiums and claims in the event of any significant insurance claims.*

#### Other Infrastructure Renewal

*To be used to fund renewal projects associated with Council's Other infrastructure.*

#### Parks Renewal

*To be used to fund renewal projects associated with Council's Parks infrastructure.*

#### Pathways Renewal

*To be used to fund renewal projects associated with Council's Pathways infrastructure*



(To be confirmed 10 September 2018)



*Reserve Funds  
For the month ended 31 July 2018*

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**Plant and Machinery Renewal**

*To be used to assist in the acquisition and replacement of the Town's Plant and Machinery.*

**Renewable Energy**

*To assist in investigating and funding renewable energy projects within the District.*

**Roads Renewal**

*To be used to fund renewal projects associated with Council's Roads Infrastructure*

**Underground Power**

*To assist in the funding of projects associated with the installation of underground power and associated landscaping.*

**Waste Management**

*To assist in the funding of waste management and waste minimisation strategies*

(To be confirmed 10 September 2018)



*Reserve Funds*  
For the month ended 31 July 2018

## Reserve Funds Transactions

	Annual Opening Balance \$	Transfer to Reserve \$	Transfer from Reserve \$	31 July 2018		Annual Revised Budget \$
				Balance Actual \$	Balance Budget \$	
Building Renewal	407,314	-	-	407,314	407,314	525,366
Cash-in-Lieu	-	-	-	-	-	-
Community Art	652,005	-	-	652,005	652,005	690,043
Drainage Renewal	175,673	-	-	175,673	175,673	225,920
Edward Millen Site	1,380,080	-	-	1,380,080	1,380,080	1,458,678
Furniture and Equip Renewal	568,465	-	-	568,465	568,465	599,907
Future Fund	12,543,079	-	-	12,543,079	12,543,079	13,658,793
Future Projects	2,579,640	-	-	2,579,640	2,579,640	450,178
Harold Hawthorn - Carlisle	128,593	-	-	128,593	128,593	148,630
Information Technology Ren	364,528	-	-	364,528	364,528	665,400
Insurance Risk Reserve	374,121	-	-	374,121	374,121	397,230
Land Asset Optimisation	796,370	-	-	796,370	796,370	397,230
Other Infrastructure Renewal	584,265	-	-	584,265	584,265	615,443
Parks Renewal	265,489	-	-	265,489	265,489	46,225
Pathways Renewal	373,680	-	-	373,680	373,680	420,397
Plant and Machinery	239,367	-	-	239,367	239,367	269,342
Renewable Energy	224,758	-	-	224,758	224,758	75,380
Roads Renewal	802,224	-	-	802,224	802,224	882,337
Underground Power	3,013,464	-	-	3,013,464	3,013,464	3,241,999
Waste Management	932,859	-	-	932,859	932,859	985,175
	<b>26,405,974</b>	<b>-</b>	<b>-</b>	<b>26,405,974</b>	<b>26,405,974</b>	<b>25,753,673</b>



**Capital Items**

The following pages summarise the progress of the Capital Items.

For the purposes of these pages, the following indicators have been used -

**Item Timing**

This relates to how the item is tracking time-wise and is displayed using the following indicators -

- Behind
- On-Track
- In-Front

**Budget Status**

This relates to how the item is costing against the Revised Budget and is displayed using the following indicators -

- Over budget
- On budget
- Under budget

**Completion Stage**

This relates to where the item is currently, in terms of completion, and is displayed using the following indicators -

- Not commenced
- Commenced
- Half-way completed
- Nearing completion
- Completed

(To be confirmed 10 September 2018)



*Capital Items Progress*  
For the month ended 31 July 2018

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
<b>Land and Buildings</b>			<b>3,021,500</b>	<b>1,191</b>
<b>Renewal - Land and Buildings</b>				
6 Kent Street - Facility - Internal Renewal	□	□□□□	222,500	0
8 Kent Street - Facility - Internal Renewal	□	□□□□	193,500	0
Administration Office - Ceiling - Lighting	□	□□□□	20,000	0
Aqualife - First Aid Room - Refurbish	□	□□□□	20,000	0
Aqualife - Function Room - Renew Floor	□	□□□□	10,000	0
Aqualife - Plant Room - Ultraviolet Generators	□	□□□□	125,000	0
Fletcher Park - Clubrooms - Plumbing Fixtures	□	□□□□	10,000	0
Fraser Park - Clubrooms - Painting	□	□□□□	10,000	0
Harold Hawthorne Centre - Various - Air Conditioning	□	□□□□	100,000	0
Harold Rossiter Park - Clubrooms - Painting	□	□□□□	5,000	0
Higgins Park - Clubrooms - Painting	□	□□□□	10,000	0
Leisurelife - Drama Room - Floor Reseal	□	□□□□	40,000	0
Leisurelife - Gym - Air Conditioning	□	□□□□	230,000	0
Leisurelife - Sports Court Major- Roller Door	□	□□□□	7,000	0
Leisurelife - Toilets and Change Rooms - Renewal	□	□□□□	261,500	0
Library - Outdoor Staff Area - Courtyard Security	□	□□□□	10,000	0
Library - Public Areas - Carpets	□	□□□□	86,000	0
Library - Staff Kitchen - Refurbish	□	□□□□	35,000	0
Library - Staff Locker Area - Compactus Area Ceiling	□	□□□□	7,000	0
Library - Staff Office - Fit Out and Storage	□	□□□□	80,000	0
Reactive Building Renewal Works - Various - Allocation	□	□□□□	100,000	0
Taylor Reserve - Toilets - Renewal	□	■□□□	185,500	1,191
<b>Upgrade - Land and Buildings</b>				
Administration Office - Facility - Accessibility Upgrade	□	■□□□	51,000	0
Land - 25 Boundary Road - Subdivision	□	□□□□	71,000	0
Leisurelife - First Aid Room - Lighting	□	□□□□	1,500	0
<b>New - Land and Buildings</b>				
Lathlain Redevelopment (Zone 2) - Buildings	□	□□□□	750,000	0
Lathlain Redevelopment (Zone 2x) - Buildings	□	□□□□	380,000	0

(To be confirmed 10 September 2018)



**Capital Items Progress**  
For the month ended 31 July 2018

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
<b>Plant and Machinery</b>			<b>934,500</b>	<b>6,109</b>
<b>Renewal - Plant and Machinery</b>				
105 VPK - Holden Colorado Dual Cab Ute (Plant 397)	□	□□□□	35,000	0
107 VPK - Nissan X Trail Wagon (Plant 394)	□	□□□□	35,000	0
119 VPK - Holden Colorado Dual Cab Ute (Plant 383)	□	■□□□	32,000	0
121 VPK - Nissan Navara Dual Cab Ute (Plant 390)	□	□□□□	32,000	0
123 VPK - Holden Cruze Wagon (Plant 361)	□	□□□□	25,000	0
125 VPK - Nissan Navara Ute (Plant 389)	□	■□□□	32,000	0
126 VPK - VW Caddy Rangers (Plant 375)	□	□□□□	40,000	0
129 VPK - VW Caddy Rangers (Plant 376)	□	□□□□	40,000	0
132 VPK - Holden Colorado Dual Cab Ute (Plant 392)	□	■□□□	32,000	0
141 VPK - Ford Transit (Plant 296)	□	■□□□	45,000	0
162 VPK - Road Sweeper (Plant 341)	□	□□□□	380,000	0
1EFR 960 - Hyundai Sedan (Plant 333)	□	□□□□	25,000	0
1EFZ 074 - Hyundai Parking (Plant 335)	□	□□□□	25,000	0
1EHK 762 - Hyundai Sedan (Plant 337)	□	□□□□	25,000	0
1EIO 123 - VW Caddy Parking (Plant 342)	□	□□□□	45,000	0
1EPG 777 - Hyundai i30 Parking (Plant 373)	□	□□□□	25,000	0
1GEL 999 - Subaru (Plant 391)	□	□□□□	25,000	0
Electric Bicycles	□	■□□□	10,500	0
Minor Plant Renewal - Parks	□	■□□□	13,000	6,109
Minor Plant Renewal - Street Improvement	□	■□□□	13,000	0
<b>Furniture and Equipment</b>			<b>336,500</b>	<b>6,790</b>
6 and 8 Kent Street - Minor Expense - Allocation	□	□□□□	30,000	0
Administration Centre - Minor Expense - Allocation	□	■□□□	30,000	0
Aqualife - Crèche - Play Equipment	□	■□□□	1,000	0
Aqualife - Function Room - Group Fitness Equipment	□	□□□□	3,000	0
Aqualife - Minor Expense - Allocation	□	■□□□	11,000	95
Depot - Minor Expense - Allocation	□	■□□□	10,000	0
Digital Hub - Minor Expense - Allocation	□	□□□□	5,000	0
Leisure life - Minor Expense - Allocation	□	□□□□	10,000	0
Leisurelife - Court 3 - Badminton Posts	□	□□□□	4,000	0
Leisurelife - Court 3 - Equipment Storage	□	□□□□	10,000	0
Leisurelife - Courts 1 and 2 - Volleyball Posts	□	□□□□	4,500	0
Leisurelife - Gym - Gym Equipment	□	■□□□	165,000	6,695
Library - Minor Expense - Allocation	□	□□□□	15,000	0
<b>Upgrade - Furniture and Equipment</b>				
Depot - Pedestrian Gate - Security Upgrade	□	□□□□	6,000	0
<b>New - Furniture and Equipment</b>				
Parking - Enforcement - Parking Machine Cabling	□	□□□□	23,000	0
Parking - Enforcement - Recognition Equipment	□	□□□□	9,000	0

(To be confirmed 10 September 2018)



*Capital Items Progress  
For the month ended 31 July 2018*

**Capital Items**

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
<b>Information Technology</b>			<b>976,500</b>	<b>0</b>
<b>Renewal - Information Technology</b>				
Software - Customer Request Management System	□	□□□□	150,000	0
System - Intranet and Portal	□	■□□□	85,000	0
<b>Renewal - Information Technology</b>				
Software - Customer Request Management System	□	□□□□	10,000	0
System - Intranet and Portal	□	□□□□	5,000	0
Software - Leisure Facilities Management	□	■□□□	95,000	0
Software - Library Management	□	■□□□	95,000	0
Software - Records Management	□	□□□□	60,000	0
System - Authority 7.x	□	□□□□	45,000	0
<b>New - Information Technology</b>				
Software - Asset Management	□	□□□□	190,000	0
Software - Minutes and Agendas	□	□□□□	50,000	0
Software - Mobile App Lighten Up	□	□□□□	1,500	0
Software - Mobile Health	□	□□□□	100,000	0
System - RFID Self-Service Solution	□	■□□□	90,000	0
<b>Roads</b>			<b>4,338,500</b>	<b>0</b>
<b>Renewal - Roads</b>				
Albany Highway - Duncan to Teddington - Seal	□	■□□□	10,000	0
Albany Highway - Kent - Miller Roundabout - Seal	□	□□□□	68,500	0
Albany Highway - Service Lane to Shepperton - Seal	□	□□□□	36,000	0
Custance Street - Getting to Roberts - Seal	□	□□□□	36,500	0
Enfield Street - Goddard to Gallipoli - Seal	□	□□□□	142,000	0
Enfield Street - Waller to Goddard - Seal	□	□□□□	33,000	0
Esperance Street - Berwick to End - Seal -	□	□□□□	97,000	0
Gloucester Street - Cargill to Leonard - Seal	□	■□□□	163,000	0
Hampton Road - Howick to Teague - Seal	□	■□□□	131,500	0
Hubert Street - Somerset to Oats - Seal	□	□□□□	76,500	0
Kate Street - Norseman to Lake View - Seal	□	□□□□	56,000	0
King George Street - Berwick to 60m South - Seal	□	□□□□	27,500	0
Maple Street - Gallipoli to End - Seal	□	□□□□	144,500	0
Oats Street - Mars to Planet - Seal	□	■□□□	131,500	0
Oats Street - Tuckett to Rutland - Seal	□	■□□□	158,500	0
Rathay Street - Berwick to Lansdowne - Seal	□	■□□□	127,000	0
Salford Street - Albany to Lichfield - Seal	□	■□□□	72,500	0
Staines Street - Goddard to Gallipoli - Seal	□	□□□□	189,000	0
Star Street - Mid Block to Archer - Seal	□	□□□□	119,500	0

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*Capital Items Progress*  
For the month ended 31 July 2018

Capital Items

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
<b>Upgrade - Roads</b>				
Hill View Terrace - Oats and Albany - Pavement	□	□□□□	76,000	0
Hill View Terrace and Oats Street - Intersection	□	□□□□	170,000	0
Kent and Hayman - Stage 1 - Pavement	□	□□□□	630,000	0
McCartney Crescent - Pavement	□	■□□□	22,500	0
Roberts Road and Orrong Road - Intersection	□	□□□□	220,000	0
Rutland Avenue - Oats to Welshpool - Pavement	□	□□□□	449,500	0
Shepperton and Miller - Stage 2 - Pavement	□	□□□□	449,500	0
<b>New - Roads</b>				
Cookham Road - Goddard to Gallipoli - Calming	□	□□□□	24,000	0
Cornwall Street - Gallipoli to Castle - Calming	□	□□□□	40,000	0
Egham Street - Goddard to Gallipoli - Calming	□	□□□□	24,000	0
Gallipoli Street - Egham to Enfield - Calming	□	■□□□	23,000	0
Gallipoli Street - Egham to Howick - Calming	□	■□□□	23,000	0
Goddard Street - Egham to Howick - Calming	□	■□□□	24,000	0
Goddard Street - Midgley to Cookham - Calming	□	■□□□	24,000	0
Goddard Street - Saleham to McCartney - Calming	□	□□□□	88,000	0
McCartney Crescent - Goddard to Roberts - Calming	□	■□□□	51,500	0
Saleham Street - Goddard to Gallipoli - Calming	□	■□□□	52,500	0
Staines Street - Rutland to Goddard - Calming	□	□□□□	40,000	0
Streatley Road - Gallipoli to Castle - Calming	□	□□□□	40,000	0
Various - Bike Plan Initiatives - On Road Facilities	□	□□□□	47,000	0
<b>Drainage</b>			<b>444,500</b>	<b>0</b>
<b>Renewal - Drainage</b>				
Hill View Terrace - Intersection Drainage	□	□□□□	74,500	0
Pipe Renewal - Allocation	□	□□□□	40,000	0
Pit Renewal - Allocation	□	■□□□	20,000	0
Sump Renewal - Allocation	□	□□□□	35,000	0
<b>New - Drainage</b>				
Bishopsgate Street - Improvements	□	□□□□	235,000	0
Lake View Terrace - Improvements	□	□□□□	20,000	0
Right of Ways - Various	□	□□□□	20,000	0

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*Capital Items Progress  
For the month ended 31 July 2018*

**Capital Items**

Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
<b>Pathways</b>			<b>700,000</b>	<b>0</b>
<b>Renewal - Pathways</b>				
Berwick Street - Mackie to McMaster - Surface	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	16,500	0
Berwick Street - Whittlesford to Hillview - Surface	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	37,000	0
Gloucester Street - McMaster to King George - Surface	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	17,000	0
Kitchener Avenue - Howick to Egham - Surface	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	18,500	0
Lathlain Redevelopment (Zone 7) - Pathways	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	150,000	0
Mint Street - Carnarvon to Shepperton - Surface	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	20,500	0
<b>New - Pathways</b>				
Goodwood Parade - Shared Path - Surface	<input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	400,000	0
Turner Avenue - Kent to Brodie Hall - Surface	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	40,500	0
<b>Parks</b>			<b>6,297,000</b>	<b>0</b>
<b>Renewal - Parks</b>				
George Street Reserve - Revegetation Project	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	60,000	0
GO Edwards Park - Renewal	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1,000,000	0
Kensington Bushland - Information Shelters	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	7,000	0
Kent Street Reserve - Revegetation Project	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	10,000	0
Main and Arterial Roads - Landscaping and Planting	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	10,000	0
McCallum Park - River Wall - Foreshore Landscape	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	608,000	0
Tree Plan - Tree Replanting	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	78,000	0
<b>Upgrade - Parks</b>				
Fletcher Park - Cricket Nets	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	70,000	0
Higgins Park - Tennis Courts	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	100,000	0
John Macmillan Park - Redevelopment	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	430,000	0
<b>New - Parks</b>				
Kensington Bushland - Jirdarup Signage	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	24,000	0
Lathlain Redevelopment (Zone 2) - Parks	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	1,533,000	0
Lathlain Redevelopment (Zone 2x) - Parks	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	2,245,000	0
Peninsula to Park - Landscaping	<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	122,000	0



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For the month ended 31 July 2018*

Capital Items				
Particulars	Budget Status	Completion Stage	Revised Budget \$	Year-to-Date Actual \$
<b>Other Infrastructure</b>			<b>1,339,500</b>	<b>0</b>
<b>Renewal - Other Infrastructure</b>				
Car Parks - Car Park Kerbs - Allocation	□	□□□□	5,000	0
Car Parks - GO Edwards No 17	□	□□□□	33,000	0
Car Parks - Resurfacing - Allocation	□	□□□□	20,000	0
Lathlain Redevelopment (Zone 7) - Carparks	□	□□□□	350,000	0
Street Furniture - Bus Shelter - Allocation	□	□□□□	55,000	0
Street Lighting - Albany Highway and Laneways	□	■□□□	30,000	0
<b>Upgrade - Other Infrastructure</b>				
Parking - Parking Meters - Upgrade	□	■□□□	130,000	0
Street Lighting - Leisurelife Car Park - Stage 2	□	■□□□	65,000	0
<b>New - Other Infrastructure</b>				
Artworks - Allocation	□	□□□□	50,000	0
Lathlain Redevelopment (Zone 2) - Artwork	□	□□□□	33,000	0
Lathlain Redevelopment (Zone 2) - Carparks	□	□□□□	303,000	0
Lathlain Redevelopment (Zone 2x) - Artwork	□	□□□□	55,000	0
Parking - ACROD Bays - Allocation	□	□□□□	12,000	0
Parking - Parking Meters	□	□□□□	75,000	0
Right of Way 51 - Resurface	□	■□□□	23,500	0
Street Furniture - Allocation	□	□□□□	15,000	0
Street Furniture - Bike Stations and Hoops	□	□□□□	10,000	0
Street Lighting - Installation	□	□□□□	55,000	0
Street Lighting - Safety Improvements - Allocation	□	■□□□	20,000	0

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**8.3 New fees and charges - Ticketed Town events**

<b>File Reference:</b>	ECO/2/2
<b>Appendices:</b>	Nil

<b>Date:</b>	14/08/18
<b>Reporting Officer:</b>	D. Doy
<b>Responsible Officer:</b>	N. Martin Goode
<b>Voting Requirement:</b>	Absolute Majority

**Executive Summary:**

**Recommendation – That the Finance and Audit Committee recommends that Council, pursuant to Section 6.16 of the *Local Government Act 1995*, resolve to impose new fees and charges for ticketed events hosted by the Town of Victoria Park, effective from 12 September 2018.**

- Pursuant to Section 6.19 of the *Local Government Act 1995*, local public notice is to be given that the Town intends to impose fees and charges for ticketed business events hosted by the Town.

**TABLED ITEMS:**

Nil

**BACKGROUND:**

The Town delivers a broad range of events each year. There is an emerging need to ticket some events in order to control numbers at particular venues. There is also a need, from time-to-time, to consider ticket pricing for large-scale events as a means of cost recovery and for exclusivity to some events.

The below events on the Town's schedule may be required to be ticketed with or without a charge:

- Breakfast with Ben Wyatt – Discussing the future of Vic Park's economy (ticketed with a price); and
- Town of Victoria Park Inaugural Business Awards (possibly ticketed with a price).

Large scale industry events can provide great benefit to attendees but are expensive to host. On 2 August 2018, the Economic Development Committee discussed that charging for tickets, at an affordable price point, can assist the Town to recover costs and host more events that contribute to the development of the local economy. The purpose of the fee is not to make profit.

The Town's Schedule of Fees and Charges does not currently include an appropriate description for a ticketed event. Administration is therefore recommending an update to the Schedule of Fees and Charges. This fee and charge can be utilised for all events by the Town including both community and business events.

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**DETAILS:**

The Town is proposing to update the Schedule of Fees and Charges to include a new line item under the heading 'Ticketed Events'.

Fees and Charges 2018/19			Community Planning	
Particulars	Conditions	Previous Year \$	GST Applicable \$	2018-2019 \$
Ticketed event	Per event, per participant	-	-	\$0 - \$100

It is proposed that a fee range from \$0 to \$100 in order to cover the range of events that are delivered, or might be delivered, by the Town.

To help assess if an event requires tickets, and if those tickets should be priced, the following methodology and approvals process will be used.

Business event ticket pricing criteria

- *Large scale events* (100+) for the business community (including non-for-profits) that include food and drink, venue hire and any other associated costs, can incur a ticket price of up to \$100.
- *Medium scale events* (50+) for the business community (including non-for-profits) that include food and drink, venue hire and any other associated costs, can incur a ticket price of up to \$50.
- *Small scale events* (50 and under) for the business community (including non-for-profits) that include food and drink, venue hire and any other associated costs, can incur a ticket price of up to \$10.

Community event ticket pricing criteria

- The option for ticketing with a fee will be assessed individually for each community event. The Town will continue to provide free community events and ticketing will often occur but with no charge. This is to ensure that where there is limitations for participant numbers, it can be managed.

The Town will have consideration of the following when setting a ticket price:

- Cost to the Town to run the event;
- Benefit to attendees (i.e. Could the event provide a commercial benefit to the attendee); and
- Level of demand for the event versus capacity of the event venue.

**Legal Compliance:**

Section 6.16 of the *Local Government Act 1995 (as amended)* (Imposition of Fees and Charges) states –

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1. *A local government may impose\* and recover a fee or charge for any goods or service it provides or proposes to provide, other than a service for which a service charge is imposed.*

*\*Absolute majority required*

2. *A fee or charge may be imposed for the following:*
  - a. *providing the use of, or allowing admission to, any property or facility wholly or partly owned, controlled, managed or maintained by the local government;*
  - b. *supplying a service or carrying out work at the request of a person;*
  - c. *subject to section 5.94, providing information from local government records;*
  - d. *receiving an application for approval, granting an approval, making an inspection and issuing a licence, permit, authorisation or certificate;*
  - e. *supplying goods;*
  - f. *such other services as may be prescribed.*
3. *Fees and charges are to be imposed when adopting the annual budget but may be:*
  - a. *imposed\* during a financial year; and*
  - b. *amended\* from time to time during a financial year.*

*\* Absolute majority required.*

Section 6.19 of the *Local Government Act 1995 (as amended)* (Local government to give notice of fees and charges) stated –

*If a local government wishes to impose any fees or charges under this Subdivision after the annual budget has been adopted it must, before introducing the fees or charges, give local public notice of*

- a. *its intention to do so; and*
- b. *the date from which it is proposed the fees or charges will be imposed.*

### **Policy Implications:**

Nil

### **Risk Management Considerations:**

<b>Risk &amp; Consequence</b>	<b>Consequence Rating</b>	<b>Likelihood Rating</b>	<b>Overall Risk Analysis</b>	<b>Mitigation/Actions</b>
Financial Impact	Minor	Possible	Moderate	Ensure that business events considered to be medium or large scale include a ticket price to reduce over

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				financial impact to the Town.
Social exclusion related to ticketed events with a fee	Minor	Possible	Moderate	Town to use discretion and only charge minimal cost recovery only when required

### Strategic Plan Implications

EC1 - A desirable place for commerce and tourism that supports equity, diverse local employment and entrepreneurship

S4 - A place where all people have an awareness and appreciation of arts, culture, education and heritage.

### Financial Implications:

#### Internal Budget:

The proposed change to the Schedule of Fees and Charges will include a range of ticket prices for business events and community events and reduce the impact on the Town's budget. The fee and charge will sit within the Community Planning functional area in order to be utilised for Economic Development and Community Development events.

### Sustainability Assessment:

#### External Economic Implications:

Ticket pricing for medium and large-scale business events will have a minor impact on businesses. It is important that the Town carefully considers the impact ticket prices might have on local businesses when setting the ticket price. Business events are designed to provide information and networking opportunities for local business and therefore improve the local economy.

#### Social Issues:

Nil

#### Cultural Issues:

Nil

#### Environmental Issues:

Nil

### COMMENT:

Pursuant to Section 6.16 of the *Local Government Act 1995*, Council may adopt Fees and Charges. The Schedule of Fees and Charges (as proposed) have taken into consideration all requirements outlined in legislation, are considered fair and reasonable, and will assist in the continued delivery of business events in the Town.

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**CONCLUSION:**

The Town delivers a broad range of events each year. There is an emerging need to ticket some events in order to control numbers for particular venues. There is also a need, from time-to-time, to consider ticket pricing for large-scale events as a means of cost recovery and for exclusivity to some events.

Large-scale industry events can provide great benefit to attendees but are expensive to host. Charging for tickets, at an affordable price point, assists the Town to recover costs and host more events that contribute to the development of the local economy.

The Town's Schedule of Fees and Charges does not include an appropriate description for a ticketed business event. Administration is recommending an update to the Schedule of Fees and Charges to allow for ticketed events within a range of \$0 to \$100. The ticket price will be assessed within this range in accordance with a criteria that covers large, medium and small-scale business and community events.

**RESOLVED:****Moved: Cr Vernon****Seconded: Cr Anderson**

**That the Finance and Audit Committee recommends that Council:**

1. Pursuant to Section 6.16 of the *Local Government Act 1995*, impose new fees and charges for ticketed events hosted by the Town of Victoria Park, as outlined below:

Fees and Charges 2018/19			Town events	
Particulars	Conditions	Previous year \$	GST applicable \$	2018-2019 \$
Ticketed business event	Per event, per participant	-	GST	\$0 - \$100

2. Pursuant to Section 6.19 of the *Local Government Act 1995*, give local public notice that the Town intends to impose new fees and charges for ticketed events hosted by the Town of Victoria Park.

The motion was put and

Carried (6:0)

In favour of the motion: Cr Vernon; Cr Anderson; Cr Ammons Noble; Cr Oliver; Mr N Formosa; and Mr J Carley

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**9. MOTION FOR WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

*(required 3 ½ business days prior to the meeting, in writing to the CEO.)*

Nil.

**10. MEETING CLOSED TO PUBLIC**

**10.1 Matters for which the meeting may be closed**

Nil.

**10.2 Public reading of resolutions that may be made public**

Nil.

**11. CLOSURE OF COMMITTEE MEETING**

There being no further business, Councillor Oliver closed the meeting at 5.54pm.

I confirm these minutes to be a true and accurate record of the proceedings of the Council.

Signed:.....Cr Oliver

Dated this:.....Day of .....2018