

# Agenda Forum Meeting

---



## AGENDA

Tuesday 10 October 2023



**NOTICE OF MEETING**

Councillors are advised that an Agenda Forum Meeting will be held in the Council Chambers, Administration Centre, Bay View Terrace, Mosman Park on Tuesday 10 October 2023 at 6.00pm. Your attendance is kindly requested.

Carissa Bywater

**CHIEF EXECUTIVE OFFICER**

The information contained in this Agenda/ Minutes/ Notes is made available free to any member of the public. Any plans or documents contained in these minutes may be subject to copyright law provisions (*Copyright Act 1968*, as amended) and the express permission of the copyright owner(s) should be sought prior to their reproduction.

**Note**

The decisions recommended in all reports in this agenda do not fall within the definition of Significant Local Government Decisions as defined in the Town of Mosman Park's Caretaker Policy.



# TOWN OF MOSMAN PARK

<b>1</b>	<b>DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS .....</b>	<b>4</b>
<b>2</b>	<b>RECORD OF ATTENDANCE .....</b>	<b>4</b>
2.1	Apologies .....	4
2.2	Leave of Absence (Previously Approved) .....	4
2.3	Observers.....	4
<b>3</b>	<b>RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE .....</b>	<b>4</b>
<b>4</b>	<b>PUBLIC QUESTION TIME .....</b>	<b>4</b>
<b>5</b>	<b>PETITIONS/DEPUTATIONS/PRESENTATIONS .....</b>	<b>5</b>
5.1	Petitions.....	5
5.2	Deputations .....	5
5.3	Presentations.....	5
<b>6</b>	<b>DECLARATION OF INTEREST .....</b>	<b>5</b>
<b>7</b>	<b>APPLICATION FOR LEAVE OF ABSENCE .....</b>	<b>5</b>
<b>8</b>	<b>ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION.....</b>	<b>5</b>
<b>9</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING .....</b>	<b>5</b>
<b>10</b>	<b>ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THE PUBLIC GALLERY .....</b>	<b>5</b>
<b>11</b>	<b>ADOPTION BY EXCEPTION .....</b>	<b>5</b>
<b>12</b>	<b>REPORTS OF COMMITTEES .....</b>	<b>5</b>
<b>13</b>	<b>REPORTS OF OFFICERS.....</b>	<b>6</b>
13.1	Office of the Chief Executive Officer .....	6
13.1.1	Presentation of Accounts for Payment .....	6
13.1.2	Interim Financial Statements September 2023 .....	13
13.1.3	Request to approve 2024 Council Meetings' schedule.....	25
13.2	Chief of Urban Planning and Development.....	28
13.3	Chief of Operations .....	28
<b>14</b>	<b>QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN .....</b>	<b>28</b>
<b>15</b>	<b>MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN .....</b>	<b>28</b>
<b>16</b>	<b>NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY ELECTED MEMBER / OFFICER BY DECISION OF MEETING .....</b>	<b>28</b>
<b>17</b>	<b>MATTERS BEHIND CLOSED DOORS .....</b>	<b>28</b>
<b>18</b>	<b>DATE OF NEXT MEETING .....</b>	<b>28</b>
<b>19</b>	<b>MEETING CLOSURE .....</b>	<b>28</b>

## **1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**

The Presiding Member to declare the meeting open and give an Acknowledgement of Country.

I begin today by acknowledging the Whadjuk people of the Noongar nation as the traditional custodians of the land on which we meet today, and pay my respects to their Elders past, present and emerging. I extend that respect to Aboriginal and Torres Strait Islander peoples here today.

## **2 RECORD OF ATTENDANCE**

### **Members:**

Mayor	P. Shaw
Councillor	J. Allsop
Councillor	R. Nash
Councillor	A. Maurice
Councillor	A. Baird

### **Officers:**

Chief Executive Officer	C. Bywater
A/Chief of Urban Planning and Development	A. Geha
Chief of Operations	G. Stead
Manager Governance	K. Jones
Executive Officer	D. Phillips

### **2.1 APOLOGIES**

Nil

### **2.2 LEAVE OF ABSENCE (PREVIOUSLY APPROVED)**

Deputy Mayor – G. Carey

### **2.3 OBSERVERS**

Press:

## **3 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE**

## **4 PUBLIC QUESTION TIME**

**5 PETITIONS/DEPUTATIONS/PRESENTATIONS****5.1 PETITIONS****5.2 DEPUTATIONS****5.3 PRESENTATIONS****6 DECLARATION OF INTEREST**

In accordance with section 5.65 of the *Local Government Act 1995* a member who has an interest in any matter to be discussed at a Council or Committee meeting, that will be attended by the member, must disclose the nature of the interest.

- a) In a written notice given to the CEO before the meeting; or
- b) At the meeting immediately before the matter is discussed.

**7 APPLICATION FOR LEAVE OF ABSENCE****8 ANNOUNCEMENTS BY PRESIDING MEMBER WITHOUT DISCUSSION****9 CONFIRMATION OF MINUTES OF PREVIOUS MEETING**

Nil endorsement of Minutes at Agenda Forum.

**10 ITEMS BROUGHT FORWARD FOR THE CONVENIENCE OF THE PUBLIC GALLERY****11 ADOPTION BY EXCEPTION****12 REPORTS OF COMMITTEES**

## 13 REPORTS OF OFFICERS

### 13.1 OFFICE OF THE CHIEF EXECUTIVE OFFICER

<b>13.1.1 PRESENTATION OF ACCOUNTS FOR PAYMENT</b>
--

<b>File No.:</b>	<b>FIN13D</b>
<b>Reporting Officer:</b>	<b>Accounts Payable and Procurement Officer</b>
<b>Responsible Officer:</b>	<b>C Bywater, Chief Executive Officer</b>
<b>Attachments:</b>	<b>1. Schedule of Payments - September 2023</b>

---

#### AUTHORITY/DISCRETION

**Executive:** The substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

<b>Strategic Plan Theme:</b>	<b>2 Sustaining</b> We are innovative in delivering services that are cost effective, future-focused and sustainable.
<b>Strategic Aspiration:</b>	2.1. An open and transparent Town that delivers community-focused services aligned with a strong governance framework

#### VOTING REQUIREMENTS

Simple Majority

#### OFFICER RECOMMENDATION

That Council RECEIVES the schedules of the payments made for:

1. 1 September 2023 to 30 September 2023 amounting to \$1,519,430.28 (**Attachment 1**)

(a) Municipal EFT	\$1,039,418.12
(b) Direct Bank Debits	\$480,012.16

#### PREVIOUSLY BEFORE COUNCIL

1. This is a monthly report. The last list of payments was submitted to Council at its September 2023 Ordinary meeting.

#### PURPOSE OF REPORT

2. To present the list of accounts paid from the Municipal and Trust funds in accordance with the requirements of the Local Government (Financial Management) Regulations 1996.

#### IN BRIEF

3. This report presents the schedule of accounts for payments made between 1 September 2023 to 30 September 2023.

**RELEVANT COUNCIL RESOLUTIONS**

Meeting	Item
N/A	

**BACKGROUND**

4. The reported schedules are submitted in accordance with Regulation 13(1) of the Local Government (Financial Management) Regulations 1996.

**DISCUSSION**

5. In accordance with statutory requirements, each payment from the Municipal or Trust funds is to be noted on a list compiled each month showing the payee's name; the amount of the payment; the date of the payment; and sufficient information to identify the transaction. The list must then be presented to Council at its next Ordinary meeting and recorded in the minutes of that meeting.

**CONSIDERATIONS****Statutory Implications**

6. Regulation 13 of the Local Government (Financial Management) Regulations 1996 requires that a list of accounts paid by the Chief Executive Officer be prepared each month and presented to the Council at its next Ordinary meeting.

**Policy Implications**

7. The Procurement Policy applies.

**Financial Implications**

8. There are no financial implications arising out of the preparation of this report.
9. Payments made from the Municipal and reserved funds in June 2023 have been provided for in the 2022/23 adopted budget. Payments made in July 2023 have been provided for in the 2023/24 adopted budget.
10. This report provides for the ongoing management of the Town's funds by providing Council with sufficient information to monitor and review payments made.

**Community Consultation**

11. No community consultation was undertaken for the preparation of this report.

**Risks**

12. Failure to manage the Town's financial viability is a risk identified on the Town's Strategic Risk Register. Monthly reporting to Council and internal management are controls identified to mitigate this risk.

**CONCLUSION**

13. It is recommended that Council RECEIVES the schedules of all the payments made from 1 September 2023 to 30 September 2023.

**AGENDA FORUM COMMENTS**

13. [Type here](#)
- (a) [Type here](#)
- (i) [Type here](#)



TOWN OF MOSMAN PARK - SCHEDULE OF PAYMENTS				
01 September 2023 to 30 September 2023				
Electronic Funds Transfer Payments				
Date	EFT Number	Creditor Name	Invoice Description	Inclusive Amount
8/09/2023	EFT003199	Professional Tree Surgeons	Tree Removal & Stump Grinding - Glanville Street	\$ 839.99
8/09/2023	EFT003199	Professional Tree Surgeons	Tree Pruning - Mott Close	\$ 1,270.50
8/09/2023	EFT003200	Advanced Nursery	Supply of Trees - Beagle St Island	\$ 390.00
8/09/2023	EFT003201	Key2creative	Website updates	\$ 462.00
8/09/2023	EFT003202	Relationships Australia WA Inc.	Employee Assistance Programme	\$ 176.00
8/09/2023	EFT003202	Relationships Australia WA Inc.	Employee Assistance Programme	\$ 176.00
8/09/2023	EFT003203	Nespresso	Coffee Machine Lease & Pods	\$ 707.00
8/09/2023	EFT003203	Nespresso	Coffee Machine Descaling Kit & Pods	\$ 342.00
8/09/2023	EFT003203	Nespresso	Coffee Machine Descaling Kit & Pods	\$ 342.00
8/09/2023	EFT003204	O'Connor Lawnmower & Chainsaw Centre	Service of blowers	\$ 287.10
8/09/2023	EFT003204	O'Connor Lawnmower & Chainsaw Centre	Service of blowers	\$ 166.20
8/09/2023	EFT003205	Kyocera Document Solutions Australia	Toner Kits	\$ 162.69
8/09/2023	EFT003206	AE Hoskins Building Services	Investigate of no power - Memorial Hall	\$ 265.65
8/09/2023	EFT003206	AE Hoskins Building Services	Replacing ceiling tiles - Admin Building	\$ 465.85
8/09/2023	EFT003206	AE Hoskins Building Services	Light Repairs - Council Lounge & Men's Toilet - Admin Building	\$ 426.87
8/09/2023	EFT003206	AE Hoskins Building Services	Installing power point for hot water unit - Alf Adams	\$ 1,467.40
8/09/2023	EFT003207	Ultimo Catering & Events Pty Ltd	Catering - OCM - 22 August 2023	\$ 342.95
8/09/2023	EFT003208	Ple Computers Pty Ltd	Kingston 32GB Kit (2x16GB) DDR4 Fury Beast (Memory sticks for computer upgrade)	\$ 136.00
8/09/2023	EFT003209	Jetty and Marine Construction	Jetty condition report - Diving Board inspection (Jetty LM1386 Johnson Parade)	\$ 5,439.50
8/09/2023	EFT003210	Datascape Solutions (Au) Pty Ltd	Datascape Monthly SaaS Fee - August 2023	\$ 6,367.55
8/09/2023	EFT003211	Water 2 Water Pty Ltd	Water Cooler Maintenance - Reception Kitchen - 3 Months Contracted Service Fee in Advance	\$ 165.00
8/09/2023	EFT003212	Department of Fire and Emergency Services	ESL Quarter 1 2023/24	\$ 517,741.15
8/09/2023	EFT003213	Staff Member	Reimbursement - Parking	\$ 25.31
8/09/2023	EFT003214	Accredit Building Surveying & Construction Services Pty Ltd	Building Surveying - Lot 501, McCabe Street (sea container)	\$ 495.00
8/09/2023	EFT003215	Joshua O'Keefe	Community Working Group facilitation - 21 August 2023	\$ 1,470.00
8/09/2023	EFT003216	Access Without Barriers	Window Frosting - Automatic doors & Council Lounge Fridge - Admin Building	\$ 758.47
8/09/2023	EFT003217	Applicant	Bond Refunds - Tree Replacement Bond & Laneway Bond	\$ 14,800.00
8/09/2023	EFT003218	Omnicom Media Group Australia Pty Ltd (Marketforce)	The Post (Half Page advertising) - July 2023	\$ 1,138.50
8/09/2023	EFT003219	Titan Ford	Service of Fleet Vehicle	\$ 385.00
8/09/2023	EFT003220	The Trustee For Parker Trust	Sunset Eats event - food trucks & administration	\$ 4,112.01
8/09/2023	EFT003221	Superior Nominees Pty Ltd	Removal of Broken Play Equipment - Brown Park	\$ 192.50
8/09/2023	EFT003222	Coles Supermarket	Weekly Office Shopping - 14/08/23	\$ 104.90
8/09/2023	EFT003222	Coles Supermarket	Weekly Office Shopping - 21/08/23	\$ 132.77
8/09/2023	EFT003222	Coles Supermarket	Weekly Office Shopping - 28/08/23	\$ 136.95
8/09/2023	EFT003223	Seek Limited	Job Advertisements - July 2023	\$ 1,386.00
8/09/2023	EFT003224	Work Clobber	Safety Boots - Parks Technical Officer	\$ 117.00
8/09/2023	EFT003225	Purple Communications Australia Pty Ltd t/a Cannings Purple	Government relations support retainer - July 2023	\$ 1,386.00
8/09/2023	EFT003226	On Tap Plumbing And Gas Pty Ltd	Cistern Installation - Admin Building	\$ 726.00
8/09/2023	EFT003227	Do a Dinner Pty Ltd	Catering - Agenda Forum Meeting - 15 August 2023	\$ 345.00
8/09/2023	EFT003228	Dell Computers Australia	Dell Monitors	\$ 1,760.00
8/09/2023	EFT003228	Dell Computers Australia	PowerEdge R660xs and Dell ME5024 Storage Array (server and storage replacement )	\$ 54,914.20
8/09/2023	EFT003229	VendorPanel Pty Ltd	VendorPanel Procurement Subscription - Council Enterprise Licence - 1.10.23 - 30.9.24	\$ 9,131.10
8/09/2023	EFT003230	Iron Mountain Australia Group Pty Ltd	Collection and Storage of Records - July 23	\$ 470.47
8/09/2023	EFT003232	All - u - Need Cleaning	Cleaning - Town Facilities - August 2023	\$ 7,880.35

8/09/2023	EFT003233	Tony Aveling & Associates Pty Ltd	Online Safety Inductions X 10	\$	550.00
8/09/2023	EFT003234	Datacom	SharePoint, Azure Subscription, Microsoft 365, Teams and Exchange - July 2023	\$	3,549.47
8/09/2023	EFT003235	SUNNY SIGN COMPANY PTY LTD	Signs Brackets & Grabrails	\$	3,054.98
8/09/2023	EFT003235	SUNNY SIGN COMPANY PTY LTD	BBQ location decals x 60	\$	374.00
8/09/2023	EFT003236	VEOLIA RECYCLING & RECOVERY (PERTH) PTY LTD	General Waste Collection - June 2023	\$	67,014.20
8/09/2023	EFT003236	VEOLIA RECYCLING & RECOVERY (PERTH) PTY LTD	General Waste Collection - July 2023	\$	67,040.10
8/09/2023	EFT003237	Shire Of Peppermint Grove	Capital Contribution to Library 2022/23	\$	51,280.90
8/09/2023	EFT003239	LGRCEU	Payroll Deductions Fortnight ending 27 August 2023	\$	77.00
8/09/2023	EFT003239	LGRCEU	Payroll Deductions Fortnight ending 30 July 2023	\$	66.00
8/09/2023	EFT003239	LGRCEU	Payroll Deductions Fortnight ending 13 August 2023	\$	66.00
8/09/2023	EFT003240	Gronbek Security	6 x Brass Padlocks	\$	700.00
8/09/2023	EFT003241	The Trustee For Kullack Family Trust	Labour Hire w/e 27 Aug 2023	\$	4,032.44
8/09/2023	EFT003241	The Trustee For Kullack Family Trust	Labour hire w/e 20 August 2023	\$	3,589.91
8/09/2023	EFT003242	The Stainless Steel Monument Company Pty Ltd	Laser Etched Anodised Aluminium Plaque - Alf Adams Pavilion	\$	577.33
8/09/2023	EFT003243	Building Commission	Building Services Levy - August 2023	\$	2,074.25
8/09/2023	EFT003244	Rate payer	Rates Refund	\$	438.94
8/09/2023	EFT003245	Applicant	Infrastructure Protection Bond Refund	\$	2,000.00
8/09/2023	EFT003246	Resident	Dog Registration Refund	\$	150.00
8/09/2023	EFT003247	Applicant	Infrastructure Protection Bond Refund	\$	2,000.00
22/09/2023	EFT003248	Professional Tree Surgeons	Emergency Tree Works - Jabe Dodd Park	\$	561.00
22/09/2023	EFT003248	Professional Tree Surgeons	Tree removal & Stump Grinding - Glyde Street	\$	529.00
22/09/2023	EFT003248	Professional Tree Surgeons	Chipping - Western Power Trimmings - Baring Street	\$	115.50
22/09/2023	EFT003248	Professional Tree Surgeons	Tree Removal & Stump Grinding - Wellington Street	\$	1,093.20
22/09/2023	EFT003248	Professional Tree Surgeons	Power line Pruning - Reservoir Close	\$	1,845.80
22/09/2023	EFT003248	Professional Tree Surgeons	Dead Wood Removal - Manning & beagle Street	\$	1,155.00
22/09/2023	EFT003248	Professional Tree Surgeons	Power line Pruning - June 2023	\$	21,604.00
22/09/2023	EFT003248	Professional Tree Surgeons	Emergency Tree Works - Minim Cove Park and Point Roe Park	\$	748.00
22/09/2023	EFT003248	Professional Tree Surgeons	Tree Removal & Stump Grinding - Rudwick Street	\$	529.00
22/09/2023	EFT003249	Staff Member	Reimbursement of Fuel for Fleet Vehicle and Staff Leaving Card	\$	53.27
22/09/2023	EFT003250	Relationships Australia WA Inc.	Employee Assistance Programme	\$	176.00
22/09/2023	EFT003250	Relationships Australia WA Inc.	Employee Assistance Programme	\$	176.00
22/09/2023	EFT003250	Relationships Australia WA Inc.	Employee Assistance Programme	\$	176.00
22/09/2023	EFT003250	Relationships Australia WA Inc.	Employee Assistance Programme	\$	176.00
22/09/2023	EFT003251	Western Australia Local Government Association (WALGA)	Planning Showcase registration - Staff Member	\$	85.50
22/09/2023	EFT003252	Winc Australia Pty Ltd	PPE supplies	\$	66.31
22/09/2023	EFT003252	Winc Australia Pty Ltd	PPE supplies	\$	15.54
22/09/2023	EFT003253	Resident	Home Security Rebate	\$	100.00
22/09/2023	EFT003255	LM Thomson & AW Thomson	Structural Certification - Sea Container for Youth Led Placemaking Project	\$	990.00
22/09/2023	EFT003256	The Trustee For The Wilson Trust	Supply and Install Honour Board	\$	1,683.00
22/09/2023	EFT003257	Black Swan Horticulture	Landscape maintenance - Various Locations - August 2023	\$	16,005.00
22/09/2023	EFT003258	McLeod's Barristers And Solicitors	Legal Advice - Planning	\$	1,870.00
22/09/2023	EFT003258	McLeod's Barristers And Solicitors	Legal Advice - Leases	\$	728.11
22/09/2023	EFT003258	McLeod's Barristers And Solicitors	Legal Advice - Leases	\$	95.70
22/09/2023	EFT003259	Giles Roberts	Community Partnership Program Grant	\$	500.00
22/09/2023	EFT003260	Easifleet Pty Ltd	Novated Lease - Staff Member	\$	668.91
22/09/2023	EFT003260	Easifleet Pty Ltd	Novated Lease - Staff Member	\$	668.91
22/09/2023	EFT003260	Easifleet Pty Ltd	Novated Lease - Staff Member	\$	503.80
22/09/2023	EFT003261	Hames Sharley (WA) Pty Ltd	Precinct Structure Plan Phase 1, 2 & 3	\$	9,900.00
22/09/2023	EFT003261	Hames Sharley (WA) Pty Ltd	Precinct Structure Plan Phase 3	\$	9,020.00

22/09/2023	EFT003262	NATURAL AREA CONSULTING MANAGEMENT SERVICES	Round 4 - Natural Area Weed Control & Environmental Maintenance - Various Locations	\$ 16,494.50
22/09/2023	EFT003263	Willetton Electrics	Streetlight repairs - Saunders Street	\$ 292.60
22/09/2023	EFT003263	Willetton Electrics	Streetlight repairs - The Coombe & The Cutting	\$ 342.10
22/09/2023	EFT003263	Willetton Electrics	Streetlight repairs - Laing Lane & Maitheson Ave	\$ 521.40
22/09/2023	EFT003263	Willetton Electrics	Streetlight repairs - Saunders Street	\$ 254.10
22/09/2023	EFT003263	Willetton Electrics	Streetlight checks Minim Cove & Colonial Gardens	\$ 363.00
22/09/2023	EFT003264	Protection Engineering Pty Ltd	Replacement batteries & testing fire panel - Memorial Hall	\$ 463.87
22/09/2023	EFT003264	Protection Engineering Pty Ltd	Replacement batteries and resolving fault on fire panel - Memorial Hall	\$ 490.05
22/09/2023	EFT003264	Protection Engineering Pty Ltd	Routine Inspection of Fire Protection Systems - Memorial Hall	\$ 167.34
22/09/2023	EFT003264	Protection Engineering Pty Ltd	Replacement batteries & testing fire panel - Memorial Hall	\$ 463.87
22/09/2023	EFT003264	Protection Engineering Pty Ltd	Routine Inspection of Fire Protection Systems - Memorial Hall	\$ 167.34
22/09/2023	EFT003265	SECUREX SECURITY SYSTEMS AND SERVICES	General Service and test of Alarm system sensors, sirens and communications - Admin Building	\$ 229.00
22/09/2023	EFT003266	Resident	Home Security Rebate	\$ 70.00
22/09/2023	EFT003267	Total Eden	Irrigation Repairs - Labour - July 2023	\$ 1,047.21
22/09/2023	EFT003268	Datacom	SharePoint, Azure Subscription, Microsoft 365, Teams and Exchange - July 2023	\$ 4,090.43
22/09/2023	EFT003269	Fullworks Pty Ltd ATF Oliver Family Trust	Fire Safety Training	\$ 412.50
22/09/2023	EFT003270	COLES SUPERMARKET	Weekly Office Shopping - 04/09/2023	\$ 105.62
22/09/2023	EFT003270	COLES SUPERMARKET	Weekly Office Shopping - 11/09/2023	\$ 100.93
22/09/2023	EFT003271	The Stanhope Land Trust	30 plants to infill Roundabouts	\$ 352.03
22/09/2023	EFT003272	Datacom Solutions (Au) Pty Ltd (Datascope)	Datascope Monthly SaaS Fee - July 2023	\$ 6,367.55
22/09/2023	EFT003273	Do a Dinner Pty Ltd	Catering - Agenda Forum - 19 September 2023	\$ 365.00
22/09/2023	EFT003274	LGIS WA WA	Motor vehicle adjustment for 2022/2023	\$ 1,941.31
22/09/2023	EFT003275	Bosenini Pty Ltd t/a Tint a Car Fremantle	Window tinting - Fleet Vehicle	\$ 495.00
22/09/2023	EFT003276	Iron Mountain Australia Group Pty Ltd	Collection and storage of records - Aug/Sep 2023	\$ 379.43
22/09/2023	EFT003278	Officeworks Superstores Pty Ltd	Admin Office Stationery Supplies	\$ 495.94
22/09/2023	EFT003279	Ae Hoskins Building Services	Replacement Communication Pole - Minim Cove Park	\$ 1,960.77
22/09/2023	EFT003279	Ae Hoskins Building Services	Supply & installation - 4 doors - Alf Adams	\$ 12,645.38
22/09/2023	EFT003279	Ae Hoskins Building Services	Leak Repairs - Alf Adams Storeroom	\$ 1,313.05
22/09/2023	EFT003279	Ae Hoskins Building Services	Roof maintenance - Leak repairs - CEO office	\$ 706.89
22/09/2023	EFT003279	Ae Hoskins Building Services	Repair to light in female toilet - Admin Building	\$ 290.58
22/09/2023	EFT003280	Telstra	Telstra Mobile Usage - August 2023	\$ 551.65
22/09/2023	EFT003281	On Tap Plumbing And Gas Pty Ltd	Repairs - blocked toilet - David Jones Pavilion	\$ 214.50
22/09/2023	EFT003281	On Tap Plumbing And Gas Pty Ltd	Unblocking Toilets - Jabe Dodd	\$ 214.50
22/09/2023	EFT003282	Creation Landscape Supplies	Supply of lawn mix (top dressing for ovals)	\$ 712.80
22/09/2023	EFT003283	The Fruit Box Group	Fruit & Milk Delivery - Depot - August 2023	\$ 227.56
22/09/2023	EFT003284	Town Of Cottesloe	Reimbursement - Australia Day 2023 Combined council event	\$ 1,122.71
22/09/2023	EFT003285	Resident	Home Security Rebate	\$ 160.00
22/09/2023	EFT003286	The Trustee For Kullack Family Trust	Labour Hire w/e 03 September 2023	\$ 2,221.44
22/09/2023	EFT003287	Bunnings	Various Items for Street Repairs	\$ 135.76
22/09/2023	EFT003288	Gronbek Security	Padlocks	\$ 47.98
22/09/2023	EFT003289	LOCHNESS LANDSCAPE SERVICES	Turf Maintenance - Various Locations - August 2023	\$ 13,013.00
22/09/2023	EFT003290	Lk Advisory Pty Ltd	Peer review - Customer Complaints Procedure	\$ 2,475.00
22/09/2023	EFT003291	O'Connor LAWNMOWER & CHAINSAW CENTRE	Supply of 2 x 16in/400mm Combi Blades (concrete cutting)	\$ 786.00
22/09/2023	EFT003292	Stratagreen	2 x 5lt fusilade	\$ 1,032.87
22/09/2023	EFT003293	Allpest WA	Termite Inspection - Nash Field Pavilion	\$ 254.00
22/09/2023	EFT003294	Docuprint	Banner stickers for Sunset Eats	\$ 149.00
22/09/2023	EFT003295	Paperscout	Design & printing - Imagine Magazine Issue 5	\$ 5,225.00
22/09/2023	EFT003296	Enviro Sweep	Street Sweeping - August 2023	\$ 19,602.00

22/09/2023	EFT003297	Ultimo Catering & Events Pty Ltd	Catering - Councillor Workshop - 05/09/2023	\$	320.95
22/09/2023	EFT003297	Ultimo Catering & Events Pty Ltd	Catering - WESROC CEO Meeting - 07/09/2023	\$	184.95
22/09/2023	EFT003298	Purple Communications Australia Pty Ltd t/a Cannings Purple	Government Relations Support Retainer - August 2023	\$	1,386.00
22/09/2023	EFT003299	Nespresso Professional	Coffee Machine Lease and Pods	\$	709.00
22/09/2023	EFT003300	Intelife Group	BBQ Maintenance - August 2023	\$	1,487.20
22/09/2023	EFT003301	Arbor Logic	Tree Assessment - Palmerston Street	\$	379.50
22/09/2023	EFT003302	Mailing Solutions	Imagine Magazine Mailing Issue 5	\$	2,425.87
22/09/2023	EFT003303	Savana Environmental Australia Pty Ltd	Asbestos fence evaluation and treatment - Mott Close	\$	1,276.00
22/09/2023	EFT003304	Seek Limited	Job advertisements - August 2023	\$	805.20
22/09/2023	EFT003305	Department Of Transport Vehicle Searches	Vehicle Searches - August 2023	\$	26.40
22/09/2023	EFT003306	Tony Aveling & Associates Pty Ltd	Online Safety Induction	\$	55.00
22/09/2023	EFT003306	Tony Aveling & Associates Pty Ltd	Online Safety Induction	\$	55.00
22/09/2023	EFT003307	Ambius	Interior Plant maintenance 12/9/2023-11/10/223	\$	636.59
22/09/2023	EFT003308	Shred-x Pty Ltd	Secure Document Destruction - August 2023	\$	26.00
22/09/2023	EFT003309	Applicant	Infrastructure Protection Bond Refund	\$	2,000.00
22/09/2023	EFT003310	Applicant	Refund Building Application	\$	5,573.90
			<b>Total Electronic Funds Transfer Payments</b>	<b>\$</b>	<b>1,039,418.12</b>

Direct Debit / Other Payments				
Date	DD Number	Creditor	Description	Inclusive Amount
1/09/2023	DD/1	Synergy	Electricity Usage - Memorial Hall - 03 May 2023 - 26 Jul 2023	\$ 747.73
4/09/2023	DD/2	Synergy	Electricity Usage - Alf Adams Pavilion, Davis & Mann Oval - 27 May 2023 - 26 Jul 2023	\$ 1,040.98
8/09/2023	DD/3	Australian Taxation Office	PAYG Fortnight ending 27 August 2023	\$ 52,767.00
13/09/2023	DD/4	Australian Taxation Office	PAYG Fortnight ending 10 September 2023	\$ 45,369.00
13/09/2023	DD/5	Town of Mosman park	Payroll Fortnight ending 10 September 2023	\$ 138,866.37
14/09/2023	DD/6	SuperChoice	Superannuation Fortnight ending 16 July 2023	\$ 28,757.42
15/09/2023	DD/7	Synergy	Electricity Usage - Various Locations - June - August 2023	\$ 6,911.13
21/09/2023	DD/8	Ampol	Fuel Usage - August 2023	\$ 4,551.33
21/09/2023	DD/9	Synergy	Street Lights - Mosman Water - August 2023	\$ 1,476.52
22/09/2023	DD/10	Synergy	Street Lights - August 2023	\$ 12,323.09
27/09/2023	DD/11	Synergy	Electricity Usage - Memorial Park & Admin Building - 27 July 2023 24 August 2023	\$ 1,256.01
27/09/2023	DD/12	SuperChoice	Superannuation Fortnight ending 10 September 2023	\$ 29,730.75
27/09/2023	DD/13	Town of Mosman park	Payroll Fortnight ending 24 September 2023	\$ 143,280.71
28/09/2023	DD/14	Aussie Broadband	Broadband - Admin Building / Alf Adams Pavilion	\$ 148.00
28/09/2023	DD/15	WA Treasury Corporation	Loan Repayments - Loan 79	\$ 8,375.73
30/09/2023	DD/16	American Express	Amex Fees - September 2023	\$ 2,041.86
30/09/2023	DD/17	NAB	Bank Fees - September 2023	\$ 2,368.53
			<b>Total Direct Debit / Other Payments</b>	<b>\$ 480,012.16</b>
			<b>Grand Total</b>	<b>\$ 1,519,430.28</b>

**13.1.2 INTERIM FINANCIAL STATEMENTS SEPTEMBER 2023**

<b>File No.:</b>	<b>FIN13A</b>
<b>Reporting Officer:</b>	<b>Senior Accountant</b>
<b>Responsible Officer:</b>	<b>C Bywater, Chief Executive Officer</b>
<b>Attachments:</b>	<b>1. Interim Finance Report - September 2023</b>

**AUTHORITY/DISCRETION**

**Executive:** The substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

<b>Strategic Plan Theme:</b>	<b>2 Sustaining</b> We are innovative in delivering services that are cost effective, future-focused and sustainable.
<b>Strategic Aspiration:</b>	2.1. An open and transparent Town that delivers community-focused services aligned with a strong governance framework

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That Council RECEIVES the Interim Financial Statements for the period ended September 2023 (**Attachment 1**).

**PREVIOUSLY BEFORE COUNCIL**

1. At the 29 June 2023 Special Council Meeting, Council resolved (**SCM-072-2023**): *“ADOPTS, in accordance with Regulation 34(5) of the Local Government (Financial Management) Regulations 1996 and AASB 1031 Materiality, 10% and \$20,000, at the line item (nature and type) summary level, as the threshold for reporting material variances for the 2023/24 financial year.”*

**PURPOSE OF REPORT**

2. For Council to receive and note the Interim Financial Statements for the period ended September 2023.

**IN BRIEF**

3. This report advises Council of the financial position of the Town for the period ended September 2023. (**Attachment 1**).

**BACKGROUND**

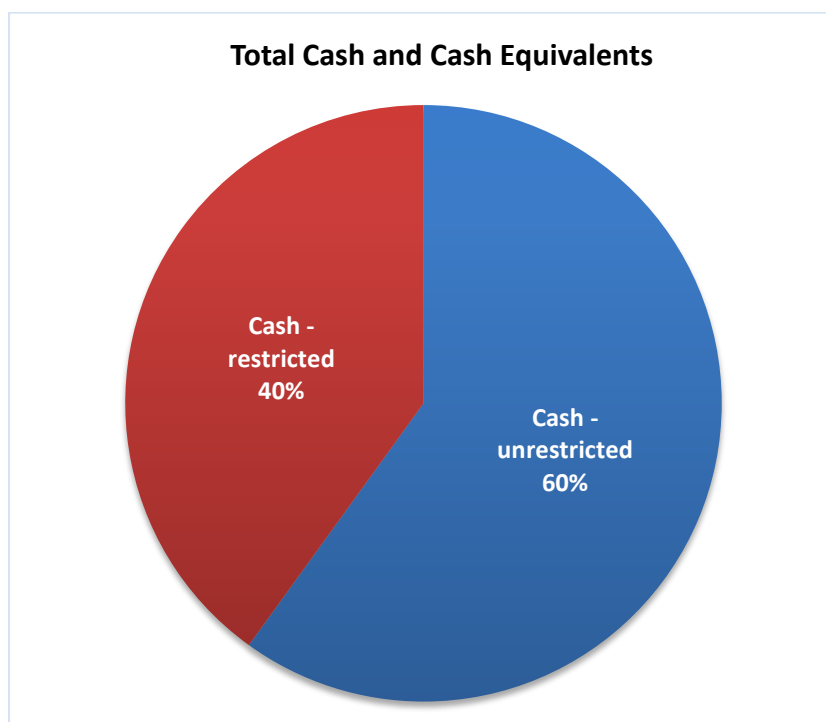
4. A set of financial reports are submitted for Council’s information each month. These financial reports are prepared in accordance with the *Local Government Act 1995* and *Local Government (Financial Management) Regulations 1996*, as amended.

5. Each year a local government is to adopt a 'percentage or value' for which it will consider to be material variances which are required to be reported to Council.

## DISCUSSION

6. Monthly financial reporting is a primary financial management and control process. This report provides Council with the ability to oversee the Town's financial performance against budgeted targets.
7. The Town ensures it complies with the Local Government (Financial Management) Regulations 1996 and the requirements of the *Local Government Act 1995* through integrating the Town's key strategies, plans, resources, and reporting.
8. The financial statement for the period ended September 2023 are at **Attachment 1**.
9. The monthly financial statement snapshot as of 30 September 2023 is as follows:

	Adopted Budget	YTD Budget	YTD Actual	Variance	Variance %
Operating Revenue	\$14,803,102	\$13,367,687	\$13,119,194	(\$248,493)	-1.9%
Operating Expenditure	(\$14,628,558)	(\$3,773,800)	(\$2,231,517)	\$1,542,283	-40.9%
Net Surplus/(Deficit)	\$174,544	\$9,593,887	\$10,887,677	\$1,293,789	13.5%
Capital Expenditure	(\$3,630,000)	(\$180,000)	(\$182,729)	(\$2,729)	0.0%
Capital Income	\$1,059,000	\$	(\$24,991)	(\$24,991)	0.0%
Net Capital Result	(\$2,571,000)	(\$180,000)	(\$207,720)	(\$27,720)	0.0%



**CONSIDERATIONS****Statutory Implications**

10. *Local Government Act 1995*, sections 6.8 and 6.4, and the Local Government (Financial Management) Regulations 1996.

**Policy Implications**

11. There are no policy implications in respect of this report.

**Financial Implications**

12. There are no additional costs associated with preparation of this report.
13. This report advises Council of the financial position of the Town with reference to the 2023/24 budget.

**Community Consultation**

14. No community consultation was undertaken for the preparation of this report.

**Risks**

15. Failure to manage the Town's financial viability is a risk identified on the Town's Strategic Risk Register. Monthly reporting to Council and internal management are controls identified to mitigate this risk.

**CONCLUSION**

16. Overall, the Town of Mosman Park's financial situation is sound and in accordance with the approved budget.

**AGENDA FORUM COMMENTS**

17. [Type here](#)
  - (a) [Type here](#)
    - (i) [Type here](#)





# Attachment 1

Financial Reports

for the period ended 30 September 2023



**TOWN OF MOSMAN PARK****FINANCIAL REPORTS****Interim Report for the Period ended 30 September 2023**

LOCAL GOVERNMENT ACT 1995

LOCAL GOVERNMENT (FINANCIAL MANAGEMENT) REGULATIONS 1996

**TABLE OF CONTENTS**

Summary of Financial Activity, based around (Nature/Type)	1
Rate Setting Statement, based around (Nature/Type)	2
Statement of Comprehensive Income (Nature Type)	3
Statement of Capital Expenditure	4
Net Current Assets	5

Investment Report (will only be provided to reflect current investment at each month end)

Note: The June 2023 Financial Statements as presented do not include all year end adjusting journals. As such, the final annual statements will differ from what is presented in this report

**TOWN OF MOSMAN PARK**  
**SUMMARY OF FINANCIAL ACTIVITIES**  
**(NATURE AND TYPE)**  
Interim Report for the Period ended 30 September 2023

	Adopted Budget	YTD Budget	YTD Actual	Variance	Variance %
	\$				
Rates	11,053,083	10,825,527	10,825,527	0	0%
Service Charges	1,798,000	1,793,581	1,793,581	0	0%
Operating grants, subsidies and contributions	329,887	297,434	43,252	(254,182)	-85%
Fees & Charges	768,863	222,645	214,621	(8,024)	-4%
Interest earnings	373,068	98,620	118,252	19,632	0%
Other revenue	440,201	116,544	123,279	6,735	6%
Profit on asset disposals	40,000	13,336	682	(12,654)	
<b>TOTAL OPERATING REVENUE</b>	<b>14,803,102</b>	<b>13,367,687</b>	<b>13,119,194</b>	<b>(248,493)</b>	<b>-1.9%</b>
Employee costs	(5,703,623)	(1,373,967)	(1,360,622)	13,345	1%
Materials and contracts	(4,875,105)	(1,348,546)	(760,795)	587,751	44%
Agency related expenses	(892,458)	(238,863)	33,330	272,193	114%
Utility charges	(232,952)	(58,236)	(55,472)	2,764	5%
Depreciation on non-current assets	(2,073,015)	(518,253)	0	518,253	100%
Interest expenses	(295,488)	(75,829)	0	75,829	0%
Insurance expenses	(191,403)	(95,702)	(105,216)	(9,514)	-10%
Other expenditure	(364,514)	(64,404)	17,258	81,662	127%
Loss on asset disposals	0	0	0	0	0%
<b>TOTAL OPERATING EXPENDITURE</b>	<b>(14,628,558)</b>	<b>(3,773,800)</b>	<b>(2,231,517)</b>	<b>1,542,283</b>	<b>41%</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>174,544</b>	<b>9,593,887</b>	<b>10,887,677</b>	<b>1,293,789</b>	<b>13%</b>
<b>NON OPERATING REVENUE</b>	<b>1,059,000</b>	<b>0</b>	<b>(24,991)</b>	<b>(24,991)</b>	<b>0%</b>
<b>COMPREHENSIVE SURPLUS/(DEFICIT)</b>	<b>1,233,544</b>	<b>9,593,887</b>	<b>10,862,686</b>	<b>1,268,798</b>	<b>13%</b>
<b>Non Cash Items excluded from Operating Surplus</b>	<b>2,073,015</b>	<b>518,253</b>	<b>(682)</b>	<b>518,935</b>	<b>100%</b>
Land & Buildings	(758,000)	0	0	0	0%
Computer Equipment	(59,000)	(55,000)	(53,457)	1,543	3%
Plant & Equipment	(151,000)	(50,000)	(37,655)	12,345	25%
Furniture & Equipment	0	0	0	0	0%
Roads & associated infrastructure	(1,755,000)	(50,000)	(39,815)	10,185	20%
Parks, Reserves & Ovals infrastructure	(759,000)	(25,000)	(23,452)	1,548	6%
Infrastructure Other	(26,000)	0	0	0	0%
Planning projects	(122,000)	0	(28,350)	(28,350)	0%
<b>CAPITAL EXPENDITURE</b>	<b>(3,630,000)</b>	<b>(180,000)</b>	<b>(182,729)</b>	<b>(2,729)</b>	<b>-2%</b>
Proceeds from self supporting loans	46,000	0	0	0	0%
Proceeds from disposal of assets	70,000	0	0	0	0%
<b>FUNDING SOURCES</b>	<b>116,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
Repayment of debentures	(336,000)	0	0	0	0%
Proceeds from new borrowings	0	0	0	0	0%
<b>BORROWING ACTIVITIES</b>	<b>(336,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
assets)	(187,000)	0	0	0	0%
(restricted assets)	119,000	0	0	0	0%
<b>RESERVE ACTIVITIES</b>	<b>(68,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>OPENING SURPLUS/(DEFICIT)</b>	<b>1,203,000</b>	<b>-</b>	<b>1,585,343</b>	<b>1,585,343</b>	<b>0%</b>
<b>CLOSING SURPLUS/(DEFICIT)</b>	<b>591,559</b>	<b>9,932,140</b>	<b>12,264,618</b>	<b>2,332,478</b>	<b>23%</b>

**TOWN OF MOSMAN PARK  
RATE SETTING STATEMENT  
(NATURE AND TYPE)**  
Interim Report for the Period ended 30 September 2023

	Adopted Budget	YTD Budget	YTD Actual	Variance	Variance %
\$					
Operating grants, subsidies & contributions	329,887	297,434	43,252	(254,182)	-85%
Service Charges	1,798,000	1,793,581	1,793,581	0	0%
Fees & Charges	768,863	222,645	214,621	(8,024)	-4%
Interest earnings	373,068	98,620	118,252	19,632	20%
Other revenue	440,201	116,544	123,279	6,735	6%
Profit on asset disposals	40,000	13,336	682	(12,654)	-95%
<b>TOTAL OPERATING REVENUE</b>	<b>3,750,019</b>	<b>2,542,160</b>	<b>2,293,667</b>	<b>(248,493)</b>	<b>-10%</b>
Employee costs	(5,703,623)	(1,373,967)	(1,360,622)	13,345	-1%
Materials and contracts	(4,875,105)	(1,348,546)	(760,795)	587,751	-44%
Agency related expenses	(892,458)	(238,863)	33,330	272,193	-114%
Utility charges	(232,952)	(58,236)	(55,472)	2,764	-5%
Depreciation on non-current assets	(2,073,015)	(518,253)	0	518,253	-100%
Interest expenses	(295,488)	(75,829)	0	75,829	-100%
Insurance expenses	(191,403)	(95,702)	(105,216)	(9,514)	10%
Other expenditure	(364,514)	(64,404)	17,258	81,662	-127%
Loss on asset disposals	0	0	-	0	0%
<b>TOTAL OPERATING EXPENDITURE</b>	<b>(14,628,558)</b>	<b>(3,773,800)</b>	<b>(2,231,517)</b>	<b>1,542,283</b>	<b>41%</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(10,878,539)</b>	<b>(1,231,640)</b>	<b>62,149</b>	<b>1,293,789</b>	<b>105%</b>
<b>NON OPERATING REVENUE</b>	<b>1,059,000</b>	<b>0 -</b>	<b>24,991</b>	<b>(24,991)</b>	<b>0%</b>
<b>COMPREHENSIVE SURPLUS/(DEFICIT)</b>	<b>(9,819,539)</b>	<b>(1,231,640)</b>	<b>37,158</b>	<b>1,268,798</b>	<b>103%</b>
<b>Non Cash Items excluded from Operating Surplus</b>	<b>2,073,015</b>	<b>518,253</b>	<b>(682)</b>	<b>518,935</b>	<b>100%</b>
Land & Buildings	(758,000)	0	0	0	0%
Computer Equipment	(59,000)	(55,000)	(53,457)	1,543	-3%
Plant & Equipment	(151,000)	(50,000)	(37,655)	12,345	-25%
Furniture & Equipment	0	0	0	0	0%
Roads & associated infrastructure	(1,755,000)	(50,000)	(39,815)	10,185	-20%
Parks, Reserves & Ovals infrastructure	(759,000)	(25,000)	(23,452)	1,548	-6%
Infrastructure Other	(26,000)	0	0	0	0%
Planning projects	(122,000)	0	(28,350)	(28,350)	0%
<b>CAPITAL EXPENDITURE</b>	<b>(3,630,000)</b>	<b>(180,000)</b>	<b>(182,729)</b>	<b>(2,729)</b>	<b>2%</b>
Proceeds from self supporting loans	46,000	0	-	0	
Proceeds from disposal of assets	70,000	0	-	0	0%
<b>FUNDING SOURCES</b>	<b>116,000</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0%</b>
Repayment of debentures	(336,000)	0	0	0	0%
Proceeds from new borrowings	-	-	-	0	0%
<b>BORROWING ACTIVITIES</b>	<b>(336,000)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0%</b>
Transfers to cash backed reserves	(187,000)	0	0	0	0%
Transfers from cash backed reserves (restricted assets)	119,000	0	-	0	0%
<b>RESERVE ACTIVITIES</b>	<b>(68,000)</b>	<b>0</b>	<b>-</b>	<b>0</b>	<b>0%</b>
<b>OPENING SURPLUS/(DEFICIT)</b>	<b>1,203,000</b>	<b>0</b>	<b>1,585,343</b>	<b>(1,585,343)</b>	
<b>Budget deficiency before General Rates</b>	<b>(11,664,524)</b>	<b>(893,387)</b>	<b>(146,252)</b>	<b>(747,135)</b>	
<b>Estimated Amount to be raised from</b>	<b>11,053,083</b>	<b>10,825,527</b>	<b>10,825,527</b>	<b>0</b>	
<b>CLOSING SURPLUS/(DEFICIT)</b>	<b>591,559</b>	<b>9,932,140</b>	<b>12,264,618</b>	<b>(2,332,478)</b>	<b>23%</b>

**TOWN OF MOSMAN PARK**  
**STATEMENT OF COMPREHENSIVE INCOME**  
**(NATURE OR TYPE)**  
Interim Report for the Period ended 30 September 2023

	Adopted Budget	YTD Budget	YTD Actual	Variance \$	Favourable/ Unfavourable	Variance %	Comments
Rates	11,053,083	10,825,527	10,825,527	0	F	0.0%	
Waste Charges	1,798,000	1,793,581	1,793,581	0	F	0.0%	
Grants, subsidies & contributions	329,887	297,434	43,252	(254,182)	U	-85.5%	Federal Assistance Grant received in 22/23. Budget to be amended.
Fees & Charges	768,863	222,645	214,621	(8,024)	U	-3.6%	
Interest related income	373,068	98,620	118,252	19,632	F	19.9%	
Other Revenue	301,103	73,653	86,423	12,770	F	17.3%	
Reimbursements	139,098	42,891	36,856	(6,035)	U	-14.1%	
Profit On Sale Of Assets	40,000	13,336	682	(12,654)	U	-94.9%	
<b>TOTAL OPERATING INCOME</b>	<b>14,803,102</b>	<b>13,367,687</b>	<b>13,119,194</b>	<b>(248,493)</b>	<b>U</b>	<b>-1.9%</b>	
Employee costs	(5,703,623)	(1,373,967)	(1,360,622)	13,345	F	-1%	
Materials & contracts	(4,875,105)	(1,348,546)	(760,795)	587,751	F	-44%	Timing variance.
Agency related expenses	(892,458)	(238,863)	33,330	272,193	F	-114%	Awaiting Grove Library invoice
Utilities	(232,952)	(58,236)	(55,472)	2,764	F	-5%	Timing variance.
Depreciation	(2,073,015)	(518,253)	0	518,253	F	-100%	22/23 Asset Register yet to be finalised.
Interest expense	(295,488)	(75,829)	0	75,829	F	-100%	Loan payment processed in October 2023.
Insurances	(191,403)	(95,702)	(105,216)	(9,514)	U	10%	
Other expenditure	(364,514)	(64,404)	17,258	81,662	F	-127%	Timing variance due to accruals
Loss on Asset Sales	0	0	0	0			
<b>TOTAL OPERATING EXPENDITURE</b>	<b>(14,628,558)</b>	<b>(3,773,800)</b>	<b>(2,231,517)</b>	<b>1,542,283</b>	<b>F</b>	<b>-41%</b>	
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>174,544</b>	<b>9,593,887</b>	<b>10,887,677</b>	<b>1,293,789</b>	<b>F</b>	<b>13%</b>	
<b>ADD NON OPERATING INCOME</b>							
Capital Grants	1,059,000	-	24,991	(24,991)	U	0%	LRCI Grant C/F from 22/23
<b>COMPREHENSIVE SURPLUS/(DEFICIT)</b>	<b>1,233,544</b>	<b>9,593,887</b>	<b>10,862,686</b>	<b>1,268,798</b>	<b>F</b>	<b>13%</b>	

**TOWN OF MOSMAN PARK**  
**STATEMENT OF CAPITAL EXPENDITURE**  
**(ASSET TYPE)**  
Interim Report for the Period ended 30 September 2023

ASSET TYPE	Adopted Budget	YTD Budget	YTD Actual	Variance \$	Favourable /Unfavourable	Variance %	Comment
Land & Buildings	(758,000)	0		0	F	0.0%	
Computer Equipment	(59,000)	(55,000)	(53,457)	1,543	F	2.8%	
Plant & Equipment	(151,000)	(50,000)	(37,655)	12,345	F	24.7%	
Furniture and equipment	0	0	0	0	F	0.0%	
Roads & associated infrastructure	(1,755,000)	(50,000)	(39,815)	10,185	F	20.4%	
Parks, Reserves & Ovals infrastructure	(759,000)	(25,000)	(23,452)	1,548	F	6.2%	
Infrastructure Other	(26,000)	0	0	0	F	0.0%	
Planning projects	(122,000)	0	(28,350)	(28,350)	F	0.0%	
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>(3,630,000)</b>	<b>(180,000)</b>	<b>(182,729)</b>	<b>(2,729)</b>	<b>F</b>	<b>-1.5%</b>	

**TOWN OF MOSMAN PARK**  
**NET CURRENT ASSETS**  
Interim Report for the Period ended 30 September 2023

	2022-23 YTD	Prior Year 30/09/2023	2022-23 Closing Bal
	Actual	Actual	Prior Year End
	\$	\$	\$
<b>Current Assets</b>			
Cash - unrestricted	8,817,515	8,753,281	3,984,926
Cash - restricted	5,889,271	5,281,035	5,199,495
Receivables	5,713,435	4,855,872	542,679
Other financial assets	11,887		48,180
Other assets	32,785		32,785
	<b>20,464,893</b>	<b>18,890,188</b>	<b>9,808,064</b>
<b>Less: Current Liabilities</b>			
Trade and other payables	(1,560,275)	(1,759,353)	(1,961,850)
Contract liabilities	(89,198)	(104,649)	(209,153)
Lease liabilities			-
Borrowings	(336,180)	(316,857)	(336,180)
Provisions	(874,485)	(812,189)	(874,485)
	<b>(2,860,138)</b>	<b>(2,993,048)</b>	<b>(3,381,669)</b>
<b>Less: Cash Reserves</b>	<b>(5,199,495)</b>	<b>(5,281,035)</b>	<b>(5,199,495)</b>
<b>Less: Self supporting Loan</b>	<b>(32,785)</b>	<b>(15,934)</b>	<b>(32,785)</b>
<b>Add: Current Borrowings</b>	<b>336,180</b>	<b>316,857</b>	<b>336,180</b>
<b>Movement in balance sheet items</b>	<b>(444,036)</b>		<b>55,048</b>
<b>Total Adjustments to net current assets</b>	<b>(5,340,136)</b>	<b>(4,980,112)</b>	<b>(4,841,052)</b>
<b>Net Current Funding Position</b>	<b>12,264,618</b>	<b>10,917,027</b>	<b>1,585,343</b>
<b>Current Ratio</b>	<b>5.10</b>	<b>4.55</b>	<b>1.27</b>

A ratio greater than 1 for the Current Ratio is desirable in order for a Local Government to meet it's short term commitments and to meet any contingencies.

**REPORT ON INVESTMENT PORTFOLIO AS AT 30 SEPTEMBER 2023**

Investment Policy - Town of Mosman Park							
A. S&P Long Term Rating		B. S&P Short Term Rating	C. Investment portfolio Maximum %		D. Investments with individual counterparty Maximum %		
AAA		A1+	100%		50%		
AA		A1	100%		45%		
A		A2	60%		20%		
In the absence of any evidence to the contrary unrated wholly owned subsidiaries of a rated financial institution will be taken to have the same credit rating as their parent entity.							
*Note: "S&P" relates to Standard & Poors credit rating agency.							
TOWN OF MOSMAN PARK INVESTMENTS REGISTER REPORT AS AT 30 SEPTEMBER 2023							
Institution Name	S&P Short-Term Rating	Term to Maturity - Days	Interest Rate	Maturity Date	Principal	Interest on Maturity	% of Portfolio
MUNICIPAL FUNDS							
CBA	A1+	60	4.59%	19/09/2023	\$ 1,000,000.00	\$ 7,545.21	8%
CBA	A1+	62	4.43%	30/10/2023	\$ 1,000,000.00	\$ 7,524.93	8%
CBA	A1+	150	5.06%	26/01/2024	\$ 2,000,000.00	\$ 41,589.04	17%
NAB	A1+	90	4.90%	27/11/2023	\$ 2,000,000.00	\$ 24,164.38	17%
NAB	A1+	120	4.95%	27/12/2023	\$ 2,000,000.00	\$ 32,547.95	17%
TOTAL MUNICIPAL INVESTMENTS					\$ 8,000,000.00	\$ 113,371.51	67%
RESERVE FUNDS							
NAB	A1+	90	4.94%	19/10/2023	\$ 2,000,000.00	\$ 24,361.64	17%
CBA	A1+	90	5.10%	19/10/2023	\$ 2,000,000.00	\$ 25,150.68	17%
TOTAL RESERVE INVESTMENTS					\$ 4,000,000.00	\$ 49,512.33	33%
TOTAL INVESTMENTS HELD & INTEREST PAID					\$ 12,000,000.00	\$ 162,883.84	100%

**COUNTERPARTY CREDIT**

TOWN OF MOSMAN PARK INVESTMENT REGISTER 30/09/2023											
Investment	Date Invested	Maturity Date	Fund	Bank	Indicative Interest Rate	Days Invested	Amount \$	Interest due upon redemption	Current Investment	Interest Received	Status
2-R22/23	20/04/2023	19/07/2023	Reserve	NAB	4.35%	90	\$ 4,900,000.00	\$ 52,557.53	0	\$ 52,557.54	Redeemed
1-R23/24	21/07/2023	19/10/2023	Reserve	CBA	4.94%	90	\$ 2,000,000.00	\$ 24,361.64	\$ 2,000,000.00		
2-R23/24	21/07/2023	19/10/2023	Reserve	NAB	5.10%	90	\$ 2,000,000.00	\$ 25,150.68	\$ 2,000,000.00		
1-M23/24	21/07/2023	20/08/2023	Muni	NAB	4.10%	30	\$ 1,000,000.00	\$ 3,369.86	0	\$ 3,482.20	Redeemed
2-M23/24	21/07/2023	19/09/2023	Muni	CBA	4.59%	60	\$ 1,000,000.00	\$ 7,545.21	\$ 1,000,000.00		
3-M23/24	29/08/2023	30/10/2023	Muni	CBA	4.43%	62	\$ 1,000,000.00	\$ 7,524.93	\$ 1,000,000.00		
4-M23/24	29/08/2023	26/01/2024	Muni	CBA	5.06%	150	\$ 2,000,000.00	\$ 41,589.04	\$ 2,000,000.00		
5-M23/24	29/08/2023	27/11/2023	Muni	NAB	4.90%	90	\$ 2,000,000.00	\$ 24,164.38	\$ 2,000,000.00		
6-M23/24	29/08/2023	27/12/2023	Muni	NAB	4.95%	120	\$ 2,000,000.00	\$ 32,547.95	\$ 2,000,000.00		

Monthly Bank Interest		
Month	Municipal Bank	Reserve Bank
Jul-23	\$ 11,963.22	\$ 2,232.11
Aug-23	\$ 15,976.00	\$ 3,267.86
Sep-23	\$ 5,212.10	\$ 3,067.29



**13.1.3 REQUEST TO APPROVE 2024 COUNCIL MEETINGS' SCHEDULE****File No.:****Reporting Officer:****Executive Officer****Responsible Officer:****C Bywater, Chief Executive Officer****Attachments:****Nil.****AUTHORITY/DISCRETION**

**Executive:** The substantial direction setting and oversight role of the Council. E.g. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.

**Strategic Plan Theme:****2 Sustaining**

We are innovative in delivering services that are cost effective, future-focused and sustainable.

**Strategic Aspiration:**

2.1. An open and transparent Town that delivers community-focused services aligned with a strong governance framework

**VOTING REQUIREMENTS**

Simple Majority

**OFFICER RECOMMENDATION**

That Council APPROVES the following dates, times and place for Ordinary Council Meetings and Agenda Forums in 2024:

<b>AGENDA FORUM</b> 6pm, Council Chambers 1 Memorial Place, Mosman Park	<b>ORDINARY COUNCIL MEETING</b> 6pm, Council Chambers 1 Memorial Place, Mosman Park
No meetings in January	
20 February 2024	27 February 2024
19 March 2024	26 March 2024
16 April 2024	23 April 2024
21 May 2024	28 May 2024
18 June 2024	25 June 2024
16 July 2024	23 July 2024
20 August 2024	27 August 2024
17 September 2024	24 September 2024
15 October 2024	22 October 2024
12 November 2024	19 November 2024
10 December 2024	17 December 2024

**PREVIOUSLY BEFORE COUNCIL**

- The Town's established practice is for Council to approve Ordinary Council Meetings to be held on the fourth Tuesday of every month, excepting January, and Agenda Forums on the Tuesday in the week preceding ordinary meetings.

**PURPOSE OF REPORT**

- Council is requested to follow established practice and approve the schedule of Ordinary Council Meetings and Agenda Forums proposed for 2024.

**IN BRIEF**

- Local government Councils are required to hold ordinary meetings not more than three months apart.  
*Local Government Act 1995, s.5.3(2)*
- Ordinary Council Meetings at the Town of Mosman Park are to be held on the fourth Tuesday of each month, excepting January. Agenda Forums at the Town are held on the Tuesday preceding an ordinary meeting.  
[Council and Committee Meetings Policy](#)
- A schedule of Ordinary Council Meetings and Agenda Forums for 2024 has been prepared.

**RELEVANT COUNCIL RESOLUTIONS**

Meeting	Item
Council approved the 2023 Ordinary Council Meeting dates at the Ordinary Council Meeting on 22 November 2022.	Item 13.1.1

**BACKGROUND**

- During 2022, Council approved a meeting schedule that provided for Ordinary Council Meetings to be held every month in 2023 apart from January and July. Council approved a break mid-year on the basis that there would be no significant impact on Council's workload or decision making.

**DISCUSSION**

- The schedule for Agenda Forums and Ordinary Council Meetings proposed for 2024 is

<b>AGENDA FORUM</b> 6pm, Council Chambers 1 Memorial Place, Mosman Park	<b>ORDINARY COUNCIL MEETING</b> 6pm, Council Chambers 1 Memorial Place, Mosman Park
No meetings in January	
20 February 2024	27 February 2024
19 March 2024	26 March 2024
16 April 2024	23 April 2024
21 May 2024	28 May 2024
18 June 2024	25 June 2024
16 July 2024	23 July 2024
20 August 2024	27 August 2024
17 September 2024	24 September 2024
15 October 2024	22 October 2024
12 November 2024	19 November 2024
10 December 2024	17 December 2024

3. The proposed schedule for 2024 provides for eleven Ordinary Council Meetings during the year, with January being the exception, each to be held on the fourth Tuesday of the month. Agenda Forums are proposed for the week preceding ordinary meetings. There are months where this pattern may change due, for example, to public holidays falling on a Tuesday.
4. There is no proposal for a mid-year break in meetings during 2024.
5. The principle behind setting meeting dates in a current year to apply to the next, is so they can be published giving community members plenty of notice to consider if they want to attend.

## CONSIDERATIONS

### Statutory Implications

6. The CEO is required to publish the date, time and place for Ordinary Council Meetings on the Town's website before the beginning of the year in which the meetings are to be held.  
*Local Government (Administration) Regulations 1996, r.12(2)*

### Policy Implications

7. The proposed schedule of Ordinary Council Meetings presented in this report is consistent with the requirements of Council's policy on the matter.  
[Council and Committee Meetings Policy](#)

### Financial Implications

8. There are no financial implications involved in a decision Council may make on this subject matter.

### Community Consultation

9. No community consultation was required for the recommendations presented in this report.

### Risks

10. Failure to publish the date, time and place of Ordinary Council Meetings proposed in 2024 will result in non-compliance with the requirements of local government regulations. This is a risk to good governance and Council's approval of the proposed 2024 meeting schedule provided in this report mitigates that risk.

## CONCLUSION

11. Approval of the proposed 2024 meeting schedule facilitates the requirement the CEO has under the *Local Government Act 1995*, to make sure dates, time and place for Council's Ordinary Council Meetings are published. The schedule follows the Town's Council and Committee Meetings Policy and established practice by providing for an Agenda Forum on the third Tuesday and an Ordinary Council Meeting on the fourth Tuesday of each month except January. It is recommended that Council approve the proposed 2024 Meeting Schedule.

## AGENDA FORUM COMMENTS

12. [Type here](#)
  - (a) [Type here](#)
    - (i) [Type here](#)

**13.2 CHIEF OF URBAN PLANNING AND DEVELOPMENT**

Nil

**13.3 CHIEF OF OPERATIONS**

Nil

**14 QUESTIONS OF WHICH DUE NOTICE HAS BEEN GIVEN****15 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN****16 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY ELECTED MEMBER / OFFICER BY DECISION OF MEETING****17 MATTERS BEHIND CLOSED DOORS****18 DATE OF NEXT MEETING**

The next Agenda Forum will be held 21 November 2023.

**19 MEETING CLOSURE**

The Presiding Member to declare the meeting closed.