



Corporate & Strategy Reports

Committee Consideration – 10 June 2014

Council Resolution – 24 June 2014

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CPS22.14	List of Accounts Paid – April 2014
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Committee	10 June 2014
Council	24 June 2014
Applicant	City of Nedlands
Officer	Rajah Senathirajah – Manager Finance
Director	Michael Cole – Director Corporate & Strategy
Director Signature	
File Reference	Fin/072-17
Previous Item	Nil

Executive Summary

In accordance with Regulation 13 of the *Local Government (Financial Management) Regulations 1996* Administration is required to present the List of Accounts Paid for the month to Council.

Recommendation to Committee

Council receives the List of Accounts Paid for the month of April 2014 (Refer to Attachment).

Strategic Plan

KFA: Governance and Civic Leadership

This report will ensure the City meets its statutory requirements.

Background

Regulation 13 of the *Local Government (Financial Management) Regulations 1996* requires a list of accounts paid to be prepared each month showing each account paid since the last list was prepared:

1. the payee's name;
2. the amount of the payment;
3. the date of the payment; and
4. sufficient information to identify the transaction.

The list is to be presented to the Council at the next ordinary meeting of the Council after the list is prepared and recorded in the Minutes of that meeting.

Discussion

The list of accounts paid for April 2014 is attached and is presented to Council.

Consultation

Required by legislation:

Yes

No

Required by City of Nedlands policy:

Yes

No

Legislation / Policy

This report meets the requirements of *Regulation 13 of the Local Government (Financial Management) Regulations 1996*.

Budget/Financial Implications

Not applicable.

Risk Management

The Accounts Payable procedures ensure that no fraudulent payments are made by the City, and these procedures are strictly adhered to by the officers. These include the final vetting of approved invoices by the Finance Manager and the Director of Corporate Services (or designated alternative officers).

Conclusion

The list of accounts paid for the month of April 2014 complies with the relevant legislation and can be received by Council.

Attachments

1. List of Accounts Paid – April 2014
2. Purchasing Card Expenses - April (Statement period 29th March – 28th April 2014)

CPS23.14	Policy Review
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Committee	10 June 2014
Council	24 June 2014
Applicant	City of Nedlands
Officer	Phoebe Huigens – Policy & Project Officer
Director	Michael Cole – Director Corporate & Strategy
Director Signature	
File Reference	IFM/417
Previous Item	Nil

Executive Summary

All Council Policies are required to be reviewed regularly and approved by Council. The Policies contained in this report have been reviewed.

Recommendation to Committee

Council approves the Fill and Fencing policy.

Strategic Plan

KFA: Governance and Civic Leadership

Under the *Local Government Act 1995* section 2.7, one of the roles of Council is to:
 (2)(b) Determine the local government's policies.

Background

Council commenced the policy review process in December 2009. Council policies are now continuously reviewed to ensure they reflect the strategic nature and responsibilities of Council and are kept up to date.

Key Relevant Previous Council Decisions:

Not applicable.

Discussion

The procedure for policy review is as follows:

- Policies will be discussed at Councillor Briefings prior to presentation to Council;
- Where a number of policies have common themes, these policies will be combined to establish a new policy. The old policies will be revoked, and the new replacement policy will be adopted;
- Administration may at times recommend a policy be revoked with no Council Policy to replace it. This may occur when it has been identified that the policy is operational or covered under legislation and/or the responsibility of the Chief Executive Officer.

Policy statements should provide guidance for decision making by Council and demonstrate the transparency of the decision making process.

The following policy is presented for approval:

- Fill and Fencing
 - Workshopped with Council on Tuesday 15 April 2014
 - The policy has been updated in line with the 2013 Residential Design Codes.

Consultation

Required by legislation:

Yes

No

Required by City of Nedlands policy:

Yes

No

Legislation / Policy

Local Government Act 1995

Budget/Financial Implications

Within current approved budget:

Yes

No

Requires further budget consideration:

Yes

No

Risk Management

Risk management processes are built into operational guidelines where appropriate.

Regularly reviewing and updating Council Policies reduces risk to Council and the City.

Conclusion

Council policy is continuously reviewed to ensure policies are current and that effective service delivery and organisational performance is maintained.

Once approved by Council, the appropriate procedures will be updated or developed by Administration to reflect the new policies.

Attachments

1. Draft Fill and Fencing Policy

CPS24.14	Corporate Business Plan – Quarter 3 2013/14
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Committee	10 June 2014
Council	24 June 2014
Applicant	City of Nedlands
Officer	Mike Fletcher, Manager Corporate Strategy & Systems
Director	Michael Cole – Director Corporate & Strategy
Director Signature	
File Reference	Corporate Strategy & Systems
Previous Item	Nil

Executive Summary

By regularly reporting to Council on progress towards the Corporate Business Plan, the City ensures that it is meeting the requirements of the Department’s Integrated Planning & Reporting Framework as well as the expectations of its community. The Quarter 3 2013/14 Report is presented here for Council to receive.

Recommendation to Council

Council receives the Quarter 3 2013/14 report on progress towards “Nedlands 2023 – Making it Happen”, the Corporate Business Plan.

Strategic Plan

KFA: Governance and Civic Leadership

All local governments in Western Australia are required to have a Strategic Community Plan and a Corporate Business Plan, and to work towards achieving these. By reporting to Council quarterly regarding progress, the City’s Council and Administration can ensure that the targets are being met.

Background

Council adopted the City’s inaugural Strategic Community Plan “Nedlands 2023” at its meeting of 11 December 2012. The plan was based on extensive community consultation including precinct-based workshops, open days, online and hard-copy surveys and a community conference. “Nedlands 2023” identified that the community is concerned about the City’s deteriorating assets, and that urgent corrective action must take place to ensure the community’s vision of a thriving, liveable Nedlands can be realised.

The City's Corporate Business Plan "Nedlands 2023 – Making it Happen" was adopted by Council at its Special Council Meeting of 20 June 2013. This plan contained a number of service level changes to be achieved by 2016/17.

Key Relevant Previous Council Decisions:

Nil

Discussion

The City's Corporate Business Plan "Nedlands 2023 – Making it Happen" was developed to meet the expectations and commitments identified in the City's Strategic Community Plan. Deteriorating assets and infrastructure was a key concern for the community during the community consultation process.

The Plan assumes a 4% rates increase year on year above a balanced budget (assumed to be 4% per year) which will fund the implementation of "Nedlands 2023".

The Plan also commits administration to ongoing efficiency-seeking to reduce administrative costs where at all possible. This will take place in the form of operational reviews which begin in Year 1 (2013/14).

1. Service Level Changes

The Plan identified a number of service level changes to be achieved by 2016/17. The attached report states progress towards each level of service change as at the end of Q3 2013/14 (31 March 2014).

2. Delivery of increase in infrastructure expenditure

The Strategic Community Plan proposed a yearly 4% increase in rates above a balanced budget to be invested in the City's infrastructure.

The first half of 2013/14 focused on increasing design and project management which created a bottle-neck in project delivery. This has now been resolved and projects are now on schedule to meet the targets for 2013/14 as shown over page.

CITY OF NEDLANDS				
CAPITAL WORKS TARGETS				
DESCRIPTION	Corporate Business Plan (CBP) 4-year target	2013/14 End of Year Goals (Corp Bus Plan)	Actual YTD to end March 2014	COMMENT
NEW BUILDING PROJECTS COMPLETED	David Cruickshank completed	0	0	On schedule.
SQUARE METRES OF NATURAL AREAS PATH RENEWED	Renew 2285 m ²	555 m ²	0	On schedule. Program commences April 2014
SQUARE METRES OF GREENWAY PLANTED	Plant 5860 m ²	1300	0	On schedule. Program commences April 2014
NUMBER OF TREES PLANTED	2050 street/ reserve trees	480	418	On schedule
METRES OF RIVER WALL BUILT	226 m	50 m	0	On schedule. Program commences April 2014
SQUARE METRES OF CARPARK NEW OR UPGRADED	Upgrade or build 13240 m ²	0	144 m ²	Ahead of schedule
NUMBER OF BUS SHELTERS REPLACED	16	4	5	Ahead of schedule. PTA's program underway
NUMBER OF PITS INSTALLED	20	20	28	Ahead of schedule
METRES OF FOOTPATHS RENEWED	Renew 12793 m	908	1161	Ahead of schedule
METRES OF NEW PATH	Construct 1864m new path	0	0	On schedule
NUMBER OF BLACKSPOTS COMPLETED	8	5	3	2 diferred due to funding alterations, as per mid-year review
KILOMETRES OF ROADS RENEWED	34.31 km	4.30	2.27	On schedule

Consultation

Required by legislation:

Yes

No

Required by City of Nedlands policy:

Yes

No

Legislation / Policy

Under the *Local Government Act 1995*, s5.56:

- (1) A local government is to plan for the future of the district;
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Under the *Local Government (Administration) Regulation 1996*, regulation 19DA:

- (1) A local government is to ensure that a corporate business plan is made for its district in accordance with this regulation in respect of each financial year after the financial year ending 30 June 2013.
- (2) A corporate business plan for a district is to cover the period specified in the plan, which is to be at least 4 financial years.
- (3) A corporate business plan for a district is to —
 - (a) set out, consistently with any relevant priorities set out in the strategic community plan for the district, a local government's priorities for dealing with the objectives and aspirations of the community in the district; and
 - (b) govern a local government's internal business planning by expressing a local government's priorities by reference to operations that are within the capacity of the local government's resources; and
 - (c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.
- (4) A local government is to review the current corporate business plan for its district every year.
- (5) A local government may modify a corporate business plan, including extending the period the plan is made in respect of and modifying the plan if required because of modification of the local government's strategic community plan.
- (6) A council is to consider a corporate business plan, or modifications of such a plan, submitted to it and is to determine* whether or not to adopt the plan or the modifications.

*Absolute majority required.

- (7) If a corporate business plan is, or modifications of a corporate business plan are, adopted by the council, the plan or modified plan applies to the district for the period specified in the plan.

Budget/Financial Implications

Within current approved budget:

Yes

No

Requires further budget consideration:

Yes

No

Risk Management

By regularly reporting to Council on progress towards the Corporate Business Plan, the City ensures that it is meeting the requirements of the Department's Integrated Planning & Reporting Framework as well as the expectations of its community.

Conclusion

In accordance with regulation 19DA of the *Local Government (Administration) Regulations 1996* the City is required to adopt a Corporate Business Plan for the district by 30 June 2013. The City's Corporate Business Plan "Nedlands 2023 - Making it Happen" is based on the commitments made in "Nedlands 2023", the City's Strategic Community Plan. The draft Plan has been reviewed by the Department of Local Government who have confirmed that the draft meets the requirements.

Attachments

1. Q3 2013/14 Report