

Please note: These minutes are yet to be confirmed as a true record of proceedings

CITY OF BUSSELTON

MINUTES FOR THE FINANCE COMMITTEE MEETING HELD ON 3 NOVEMBER 2016

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MINUTES

MINUTES OF A MEETING OF THE FINANCE COMMITTEE HELD IN MEETING ROOM ONE, COMMUNITY RESOURCE CENTRE, 21 CAMMILLERI STREET, BUSSELTON, ON 3 NOVEMBER 2016 AT 9.30AM.

1. DECLARATION OF OPENING AND ANNOUNCEMENT OF VISITORS

The Presiding Member opened the meeting at 9.33am.

2. ATTENDANCE

Presiding Member:

Cr John McCallum

Members:

Cr Gordon Bleechmore
Cr Paul Carter
Cr Rob Bennett (Deputy Member)

Officers:

Mr Cliff Frewing, Director, Finance and Corporate Services
Mr Kim Dolzadelli, Manager Financial Services
Mr Daniel Hall, Asset Coordinator (until 9.45am)
Mr Stuart Wells, Strategic Financial Plan Accountant
Mr Jeffrey Corker, Financial Compliance Officer
Miss Hayley Barge, Administration Officer, Governance

Apologies

Cr Grant Henley
Cr Terry Best

Approved Leave of Absence

Nil

3. PUBLIC QUESTION TIME

Nil

4. DISCLOSURE OF INTERESTS

Nil

5. CONFIRMATION OF MINUTES

5.1 Minutes of the Finance Committee Meeting held 6 October 2016

Committee Decision

F1611/058

Moved Councillor G Bleechmore, seconded Councillor P Carter

That the Minutes of the Finance Committee Meeting held 6 October 2016 be confirmed as a true and correct record.

CARRIED 4/0

6. REPORTS

6.1 FINANCE COMMITTEE INFORMATION BULLETIN - SEPTEMBER 2016

SUBJECT INDEX:	Councillors' Information
STRATEGIC OBJECTIVE:	An organisation that is managed effectively and achieves positive outcomes for the community.
BUSINESS UNIT:	Engineering and Facilities Services
ACTIVITY UNIT:	Executive Services
REPORTING OFFICER:	Asset Coordinator - Daniel Hall Financial Compliance Officer - Jeffrey Corker Governance Support Officer - Lisa Haste
AUTHORISING OFFICER:	Chief Executive Officer - Mike Archer
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Investment Performance Report - Period Ending 30 September 2016⇒

PRÉCIS

This report provides an overview of information that is considered of relevance to members of the Finance Committee, and also the Council.

INFORMATION BULLETIN

1. Investment Performance Report

Pursuant to the Council's Investment Policy, a report is to be provided to the Council on a monthly basis, detailing the investment portfolio in terms of performance and counterparty percentage exposure of total portfolio. The report is also to provide details of investment income earned against budget, whilst confirming compliance of the portfolio with legislative and policy limits.

As at 30 September 2016, the value of the City's invested funds totalled \$125.9M, up from \$118.9M as at 1 September.

During the month of September \$10.0M in term deposit funds matured. All deposits were renegotiated, for an average of 159 days at an average rate of 2.56% (down from 2.7% in August). New term deposits totalling \$22M were opened during the month being rates funds received. These term deposits average 267 days and have an average rate of \$2.75%.

The balance of the 11am account (an intermediary account which offers immediate access to the funds compared to the term deposits and a higher rate of return compared to the cheque account) decreased by \$15.0M with the funds being converted to term deposits.

The RBA left official rates on hold during September. Future rate movements are unclear at this point in time, with possible future cuts less certain at this point in time.

2. Chief Executive Officer – Corporate Credit Card

Details of monthly transactions made on the Chief Executive Officer's corporate credit card are provided below to ensure there is appropriate oversight and awareness of credit card transactions made.

Date	Amount	Payee	Description
25-Aug-16	\$150.00	Arimia Estate, Yallingup	Farewell Gift for Martyn Glover
24-Aug-16	\$273.24	Mounts Bay Waters Apartments	Accom: PLA Conference (Cr Paine)
01-Sep-16	\$511.00	Qantas	Adelaide Flight: Parks & Leisure Conference (Cr Tarbotton)
31-Aug-16	\$890.00	Australian Local Government Assoc.	National Local Roads Congress Registration(Cr Bleechmore)
01-Sep-16	\$186.85	Airport Parking	+ East Coast Airports Tour - Parking
13-Sep-16	\$38.30	Wilson Parking	+ East Coast Airports Tour - Parking
12-Sep-16	\$15.00	Pullman Sydney Airport	+ East Coast Airports Tour - Parking
12-Sep-16	\$99.98	Pullman Sydney Airport	+ East Coast Airports Tour - Meals
14-Sep-16	\$67.82	United Coffs Harbour	+ East Coast Airports Tour - Fuel
13-Sep-16	\$24.74	Chifley Newcastle	+ East Coast Airports Tour - Parking
12-Sep-16	\$220.00	Parks & Leisure Australia	WA Integrating Sport & Rec Into Public Health Plans Registration (Cr Paine)
13-Sep-16	\$15.22	Newcastle Airport	+ East Coast Airports Tour - Parking
16-Sep-16	\$30.59	Clarence Corner Café	+ East Coast Airports Tour - Meals
15-Sep-16	\$291.00	Hop & Pickle	+ East Coast Airports Tour - Meals
15-Sep-16	\$15.23	Sudima Suites South Brisbane	+ East Coast Airports Tour - Parking
15-Sep-16	\$131.50	Puis Kitchen	+ East Coast Airports Tour - Meals
20-Sep-16	\$29.87	Secure Parking Forte East Perth	+ Parking: BMRR Airside Infrastructure Tender Interviews
21-Sep-16	\$1,446.17	Avis - Mascot	+ East Coast Airports Tour - Car Hire
21-Sep-16	\$643.50	Il Primo Busselton	Council Dinner
21-Sep-16	\$22.77	Rental Car Toll, Parramatta	+ East Coast Airports Tour – Car Toll

**Funds debited against CEO Annual Professional Development Allowance as per employment Contract Agreement*

◆ Allocated against CEO Hospitality Expenses Allowance

+ Funds debited against the Airport Development Fund

3. Voluntary Contributions/Donations (Income)

At its meeting of 22 September 2010, the Council adopted (C1009/329) its Voluntary Contributions/Donations Policy. This Policy requires that the Finance Committee be informed (via an information only bulletin) of any instances whereby voluntary contributions/ donations are approved by the Chief Executive Officer or jointly by the Mayor and Chief Executive Officer.

No voluntary contributions have been approved this financial year to date.

4. Donations/Contributions and Subsidies Fund (Sponsorship Fund – Payment of Funds)

Council resolved in April 2010 (C1004/132) a move towards a tiered system of funding and following the 6 October 2011 Finance Committee meeting, it was recommended to Council that the delegation to determine the allocations of sponsorship and donations from the sponsorship fund be revoked

and be returned to the Chief Executive Officer to enable a more timely turnaround of sponsorship applications.

Current expenditure from the Donations, Contributions and Subsidies Fund (Sponsorship Fund) reveals:

- 40 applications for sponsorship have been received during this financial year.
- The average donation approved for the financial year is \$248.27
- There were 11 applications for sponsorship received or assessed during September 2016.
- Expenditure from the Donations, Contributions and Subsidies Fund (Sponsorship Fund) for the financial year totals \$9,932.
- Total budget for the Donations, Contributions and Subsidies Fund (Sponsorship Fund) is \$37,450.

App. No.	Recipient	Purpose	Amount
30/1617	Busselton Choral Society	Requested funding to purchase sheet music.	\$0
31/1617	Ella Butler	Representing WA at the National School Sport Swimming Championships in Darwin.	\$200
32/1617	Maddison Fenwick	Representing WA at the Australian U/13's hockey championships.	\$200
33/1617	South West Counselling Inc	Seeking funds to purchase self-help resources for Pain Management Support Group and publish pamphlets	\$0
34/1617	Jan Stewart - Travel Associates	Seeking funding towards advertising of "Busselton Day Trip" which was a paid day out in Busselton.	\$0
35/1617	West Busselton Primary School	End of year awards/graduation night (\$100 primary \$200 secondary)	\$100
36/1617	Busselton RSL Branch	Funds for materials to make poppies for Remembrance Day.	\$500
37/1617	Dunsborough Yallingup Chamber of Commerce	Funds for Hannay Lane Street Party. Not successful as funds have already been received for this event last financial year	\$0
38/1617	Disabled surfing South West	Fee waiver for 'Lets Go Surfing' days at Bunker bay	\$132
39/1617	BESS Home and Community Care	Spring Into Life Together, and Act, Belong, Commit' Event for World Mental Health Day. Funds towards catering for sausage sizzle and St Johns Ambulance	\$500
40/1617	Bunbury Triathlon Club	Funds to assist with water safety costs and road closures for 2 triathlons being held in Busselton	\$500

NB – The City received \$1000 sponsorship from “The Good Guys” to go towards the operational expenditure of the 2017 Battle of the Bands event run by the City of Busselton Youth team. See memo attached.

5. Asset Management Report

National Asset Management Assessment Framework (NAMAF) and Asset Condition Rating Project (ACRP).

In 2014, the City lodged an expression of interest with the Department of Local Government and Communities for assistance with the National Asset Management Assessment Framework (NAMAF) and Asset Condition Rating Project (ACRP).

The aim of the project is to provide country local governments with technical advice and improved asset management knowledge, in order to provide a better asset management service. The project is funded by Royalties for Regions Country Local Government Funding.

The City recently received confirmation of its participation in Round five of the project, which commences from October 2016.

The expression of interest identified drainage asset management as an area where the City would benefit from some assistance in order to improve the accuracy and quality of the data. Through the development of the Drainage Asset Management Plan in 2014, additional investigation was noted as a requirement before any decisions can be made with regards to large scale renewal of the drainage network.

This additional investigation refers to the improvement of drainage data to aid the eventual development of a Stormwater Management Plan. A stormwater management plan is a more comprehensive document which undertakes an assessment on a network level. This includes hydrological modelling and recommendations for larger, network-level improvements. This is opposed to the more targeted areas for improvement that were identified for renewal within the Drainage Asset Management Plan.

The project will assist by providing City staff with access to an asset management training consultant from a panel which has been established by the Department. The consultant will assist staff with the completion of an on-line assessment to determine where capability gaps exist, assist to assess and rate the condition and useful life of drainage assets; and assist to establish processes to improve ongoing asset management planning for drainage.

It is envisaged that the improvement of asset management planning will include the development of a detailed improvement plan for drainage asset management. This will outline specific actions (with associated timelines) required to complete the Stormwater Management Plan.

The improvement plan can then be implemented as a means of ensuring that continuous improvement of drainage asset management is being undertaken.

All of this assistance will be covered under the terms of the funding, and the only cost to the City will be staff time when working with the consultant.

Committee Decision and Officer Recommendation

F1611/059 Moved Councillor P Carter, seconded Councillor R Bennett

That the Finance Committee notes the Finance Committee Information Bulletin for the month of September 2016.

CARRIED 4/0

9.45am At this time the Asset Coordinator left the meeting and did not return.

6.2 LIST OF PAYMENTS MADE - SEPTEMBER 2016

SUBJECT INDEX:	Financial Operations
STRATEGIC OBJECTIVE:	An organisation that is managed effectively and achieves positive outcomes for the community.
BUSINESS UNIT:	Financial Services
ACTIVITY UNIT:	Finance
REPORTING OFFICER:	Strategic Financial Plan Accountant - Stuart Wells
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A List of Payments - September 2016⇒

PRÉCIS

This report provides details of payments made from the City's bank accounts for the month of September 2016, for noting by the Council and recording in the Council Minutes.

BACKGROUND

The Local Government (Financial Management) Regulations require that when the Council has delegated authority to the Chief Executive Officer to make payments from the City's bank accounts, that a list of payments made is prepared each month for presentation to, and noting by, Council.

STATUTORY ENVIRONMENT

Section 6.10 of the Local Government Act and more specifically, Regulation 13 of the Local Government (Financial Management) Regulations; refer to the requirement for a listing of payments made each month to be presented to the Council.

RELEVANT PLANS AND POLICIES

NA.

FINANCIAL IMPLICATIONS

NA.

Long-term Financial Plan Implications

NA.

STRATEGIC COMMUNITY OBJECTIVES

This matter principally aligns with Key Goal Area 6 – 'Open and Collaborative Leadership' and more specifically Community Objective 6.3 – 'An organisation that is managed effectively and achieves positive outcomes for the community'.

RISK ASSESSMENT

NA.

CONSULTATION

NA.

OFFICER COMMENT

NA.

CONCLUSION

NA.

OPTIONS

NA.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

NA.

Committee Recommendation and Officer Recommendation

F1611/060 Moved Councillor G Bleachmore, seconded Councillor P Carter

That the Council notes payment of voucher numbers M113405 – M113520, EF048197 – EF048674, T007282 – T007287, and DD002860 – DD002893; together totaling \$31,918,231.09.

CARRIED 4/0

6.3 FINANCIAL ACTIVITY STATEMENTS - PERIOD ENDING 30 SEPTEMBER 2016

SUBJECT INDEX:	Budget Planning and Reporting
STRATEGIC OBJECTIVE:	An organisation that is managed effectively and achieves positive outcomes for the community.
BUSINESS UNIT:	Financial Services
ACTIVITY UNIT:	Financial Services
REPORTING OFFICER:	Strategic Financial Plan Accountant - Stuart Wells
AUTHORISING OFFICER:	Director, Finance and Corporate Services - Cliff Frewing
VOTING REQUIREMENT:	Simple Majority
ATTACHMENTS:	Attachment A Financial Activity Statements - September 2016 ⇨

PRÉCIS

Pursuant to Section 6.4 of the Local Government Act ('the Act') and Regulation 34(4) of the Local Government (Financial Management) Regulations ('the Regulations'), a local government is to prepare, on a monthly basis, a statement of financial activity that reports on the City's financial performance in relation to its adopted/ amended budget.

This report has been compiled to fulfil the statutory reporting requirements of the Act and associated Regulations, whilst also providing the Council with an overview of the City's financial performance on a year to date basis for the period ending 30 September 2016.

BACKGROUND

The Regulations detail the form and manner in which financial activity statements are to be presented to the Council on a monthly basis; and are to include the following:

- Annual budget estimates
- Budget estimates to the end of the month in which the statement relates
- Actual amounts of revenue and expenditure to the end of the month in which the statement relates
- Material variances between budget estimates and actual revenue/ expenditure/ (including an explanation of any material variances)
- The net current assets at the end of the month to which the statement relates (including an explanation of the composition of the net current position)

Additionally, and pursuant to Regulation 34(5) of the Regulations, a local government is required to adopt a material variance reporting threshold in each financial year. At its meeting of 21 July 2016, the Council adopted (C1607/160) the following material variance reporting threshold for the 2016/17 financial year:

That pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations, the Council adopts a material variance reporting threshold with respect to financial activity statement reporting for the 2016/17 financial year to comprise variances equal to or greater than 10% of the year to date budget amount as detailed in the Income Statement by Nature and Type/ Statement of Financial Activity report, however variances due to timing differences and/ or seasonal adjustments are to be reported on a quarterly basis.

STATUTORY ENVIRONMENT

Section 6.4 of the Local Government Act and Regulation 34 of the Local Government (Financial Management) Regulations detail the form and manner in which a local government is to prepare financial activity statements.

RELEVANT PLANS AND POLICIES

Not applicable.

FINANCIAL IMPLICATIONS

Any financial implications are detailed within the context of this report.

Long-term Financial Plan Implications

As above.

STRATEGIC COMMUNITY OBJECTIVES

This matter principally aligns with Key Goal Area 6 – ‘Open and Collaborative Leadership’ and more specifically Community Objective 6.3 - ‘An organisation that is managed effectively and achieves positive outcomes for the community’. The achievement of the above is underpinned by the Council strategy to ‘ensure the long term financial sustainability of Council through effective financial management’.

RISK ASSESSMENT

Risk assessments have been previously completed in relation to a number of ‘higher level’ financial matters, including timely and accurate financial reporting to enable the Council to make fully informed financial decisions. The completion of the monthly Financial Activity Statement report is a control that assists in addressing this risk.

CONSULTATION

Not applicable

OFFICER COMMENT

In order to fulfil statutory reporting requirements, and to provide the Council with a synopsis of the City’s overall financial performance on a full year basis, the following financial reports are attached hereto:

▪ Statement of Financial Activity

This report provides details of the City’s operating revenues and expenditures on a full year basis, by nature and type (i.e. description). The report has been further extrapolated to include details of non-cash adjustments and capital revenues and expenditures, to identify the City’s net current position; which reconciles with that reflected in the associated Net Current Position report.

▪ Net Current Position

This report provides details of the composition of the net current asset position on a full year basis, and reconciles with the net current position as per the Statement of Financial Activity.

▪ Capital Acquisition Report

This report provides full year budget performance (by line item) in respect of the following capital expenditure activities:

- Land and Buildings
- Plant and Equipment
- Furniture and Equipment

- Infrastructure
- Reserve Movements Report

This report provides summary details of transfers to and from reserve funds, and also associated interest earnings on reserve funds, on a full year basis.

Additional reports and/or charts are also provided as required to further supplement the information comprised within the statutory financial reports.

COMMENTS ON FINANCIAL ACTIVITY TO 30 SEPTEMBER 2016

Historically, significant variances are evident in most revenue and expenditure categories during the early part of each financial year. At this stage and as is noted throughout the remainder of this report, the variances are mostly timing related only.

Operating Activity

- Operating Revenue

As at 30 September 2016, there is a variance of -1.39% (-\$755K) in total operating revenue, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Other Revenue	+43%	+\$37
Interest Earnings	+11%	+\$99
Non-Operating Grants Subsidies and Contributions	-36%	-\$933
Profit on Asset Disposals	+24,002%	+\$12

Other Revenue (+\$37K)

- Parking Control is ahead of year to date budget by +10k. Based on current trends it is likely collection of fines will be ahead of budget for the full year.
- Animal Control is favourable against budget by +\$8k. Based on current trends it is likely collection of fines will be ahead of budget for the full year.
- Busselton Transfer Station is favourable against budget by +\$7k. This is due to sales of scrap and recyclable materials currently trending ahead of budget.
- Receipt of unbudgeted long service leave (LSL) amount of +\$14k. The amount will be offset by a corresponding expenditure amount at the time the leave is taken, therefore no impact to the overall surplus/(deficit) position.
- Sale of Artworks +\$5k. These amounts result in a liability and expense being paid at a later date to the artist concerned.
- Emergency services levy commission -\$7k. This is a timing adjustment only.

Interest Earnings (+\$99K)

- Interest on municipal funds +\$2k.
- Interest on reserve funds -\$14k.
- Interest on restricted funds +\$125k.
- Late payment interest on rates -\$14k.

Non-Operating Grants, Subsidies and Contributions (-\$933K)

- There are a number of items that make up the current year to date variance. All variances are timing variances at this time.

Profit on Asset Disposals (+\$12K)

- The profit on asset disposal relates to the sale of the CEO's previous Toyota Prado. It was budgeted the vehicle would be sold at its book value but +\$12k more than budget was received.

- Operating Expenditure

As at 30 September 2016, there is a variance of +3% (+\$494K) in total operating expenditure, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Materials and Contracts	+31%	+\$1,092
Utilities	+14%	+\$84
Allocations	-67%	-\$404
Loss on Asset Disposals	-100%	-\$44

Materials and Contracts (+\$1,092K)

- By directorate, materials and contracts is showing the following variances at 30 September 2016;
 - Engineering and Works Services +\$559k
 - Community and Commercial Services +\$255k
 - Finance and Corporate Services +\$198K
 - Planning and Development Services +\$53k
 - Executive Services +\$27K
- From a natural account perspective the variances are predominantly attributable to contractors and/or consultants.
- The variances at this time are considered to be timing related.

Utilities (+\$84K)

- The predominant variance for utilities relates to water +\$84k. This variance is a timing variance related to the irregular way in which water invoices are received.

Allocations (-\$404K)

- This activity incorporates numerous internal accounting allocations. The first component is Activity Based Costing (ABC) allocations where allocations are based on actual costs. The second component is the overhead allocations whereby the monthly charges are based on budget. The -\$404k variance is a timing variance that reflects an under allocation at 30 September. It is expected this will correct by end of the financial year.

Loss on Asset Disposals (-\$44K)

- The loss on asset disposals relates to numerous items of plant and equipment sold in the first three months of the financial year. The loss represents the difference between the book value of the assets and the amounts received in cash for those assets sold. The variance of -\$44k between actual and budget is considered to be timing related at this stage.

Capital Activity

- Capital Revenue

As at 30 September 2016, there is a variance of -54% (-\$9,858K) in total capital revenue, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Transfer from Reserves	-23%	-\$2,500
Transfer from Restricted Assets	-99%	-\$7,407
Proceeds from Sale of Assets	+271%	+\$54
Self-Supporting Loans	-24%	-\$5

Transfer from Reserves (-\$2,500K)

- Timing difference relating to use of the Civic and Administration Centre Construction Reserve. Offset by an equivalent amount under capital expenditure. No impact to net current position.

Transfer from Restricted Assets (-\$7,407K)

- Timing difference relating to use of airport and foreshore grants. Offset by an equivalent amount under capital expenditure. No impact to net current position.

Proceeds from Sale of Assets (+\$54K)

- Proceeds from sale of assets, includes timing differences of +\$35k and permanent differences of +\$19k. Of the permanent differences, +\$12k relates to additional funds received for sale of Toyota Prado with the remainder being a number of smaller items combined.

▪ Capital Expenditure

As at 30 September 2016, there is a variance of 51% (+\$16,371K) in total capital expenditure, with the following categories exceeding the 10% material variance threshold:

Description	Variance %	Variance \$000's
Land and Buildings	+43%	+\$3,019
Plant and Equipment	-101%	-\$120
Furniture and Equipment	+66%	+\$149
Infrastructure	+86%	+\$13,646
Transfers to Restricted Assets	-158%	-\$491

The attachments to this report include detailed listings of the following capital expenditure (project) items, to assist in reviewing specific variances:

- Land and Buildings
- Plant and Equipment
- Furniture and Equipment
- Infrastructure

All capital expenditure variances are considered to be a timing adjustment at this time, with no impact expected against the net current position.

CONCLUSION

Significant variances are not unusual in the very early part of each financial year, with this primarily due to budget timing differences, coupled with an increased tendency for higher variances to occur based on 'lesser' year to date budget allocations. In reviewing the financial performance to the end of September, the variances other than those specifically noted are all primarily attributable to timing differences.

OPTIONS

The Council may determine not to receive the statutory financial activity statement reports.

TIMELINE FOR IMPLEMENTATION OF OFFICER RECOMMENDATION

Reports are received as at the date of the relevant Council meeting

Committee Recommendation and Officer Recommendation

F1611/061 Moved Councillor P Carter, seconded Councillor R Bennett

That the Council receives the statutory financial activity statement reports for the period ending 30 September 2016, pursuant to Regulation 34(4) of the Local Government (Financial Management) Regulations.

CARRIED 4/0

7. GENERAL DISCUSSION ITEMS

Councillor McCallum queried why the City does not offer Direct Debit as an option for rates payments.

The Financial Compliance Officer advised that the City offers a range of different payment methods including BPoint, BPay and individual payment arrangement plans however the administration costs involved with establishing and maintain a Direct Debit service is seen to be excessive.

8. NEXT MEETING DATE

Thursday, 8 December 2016

9. CLOSURE

The meeting closed at 10.47am.

THESE MINUTES CONSISTING OF PAGES 1 TO 15 WERE CONFIRMED AS A TRUE AND CORRECT RECORD ON THURSDAY, 8 DECEMBER 2016.

DATE: _____

PRESIDING MEMBER: _____