



**Minutes**  
**Ordinary Council Meeting**  
**23 September 2020**

**Shire of Victoria Plains**  
**Council Chambers, Calingiri**  
**AND**  
**via E-Meeting Protocol**

**Commencing – 2.12 pm**

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## **DISCLAIMER:**

The recommendations contained in this document are officers' recommendations only and should not be acted upon until Council has resolved to adopt those recommendations.

The resolutions of Council should be confirmed by perusing the minutes of the Council meeting at which these recommendations were considered. Resolutions are not considered final until the minutes of the meeting are confirmed or advised in writing by the CEO or authorised person.

Members of the public should also note that they act at their own risk if they enact any resolution prior to receiving official written notification of Council's decision.

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## **E – Disclaimer**

It is the Presiding Member's responsibility to preserve order in the meeting and this can be more difficult in an eMeeting. Therefore, each Council Member must consistently and respectfully follow the Local Government's Meeting Procedures Local Law, any additional eMeeting guidance provided by the Local Government and support the Presiding Member in their conduct of the eMeeting.

The pace of an eMeeting should be slow and orderly. The following practices will help avoid confusion and support effective eMeetings:

Speak clearly and slowly, as connections may be distorted or delayed;

Always state your name to indicate to the Presiding Member that you wish to speak. Restate your name if the Presiding Member has not heard you at first;

In debate, only speak after the Presiding Member has acknowledged you. Then state your name, so that others know who is speaking;

Follow the Presiding Member's directions and rulings;

If you are unclear about what is happening in an eMeeting, immediately state your name to draw the Presiding Member's attention and enable you to then seek clarification from the Presiding Member;

Avoid looking for opportunities to call Points of Order; instead, politely and respectfully gain the Presiding Member's attention and explain any deviation from your Meeting Procedures, the Local Government Act or any other relevant matter.

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**Commonly-used abbreviations**

|            |  |
|------------|--|
| AAS / AASB | Australian Accounting Standard / Australian Accounting Standards Board |
| BF Act     | Bush Fire Act 1954   |
| BFB        | Bush fire brigade  |
| CEO        | Chief Executive Officer  |
| CDO        | Community Development Officer  |
| DBCA       | Dept of Biodiversity, Conservation and Attractions                     |
| DFES       | Dept of Fire and Emergency Services                                    |
| DPLH       | Dept of Planning, Lands and Heritage                                   |
| DWER       | Dept of Water and Environmental Regulation                             |
| EHO        | Environmental Health Officer   |
| EFT        | Electronic Funds Transfer  |
| FAM        | Finance and Administration Manager                                     |
| JSCDL      | Parliamentary Joint Standing Committee on Delegated Legislation        |
| LEMA       | Local Emergency Management Arrangements                                |
| LEMC       | Local Emergency Management Committee                                   |
| LG Act     | Local Government Act 1995  |
| LGGC       | WA Local Government Grant Commission                                   |
| LPP        | Local Planning Policy  |
| LPS        | Local Planning Scheme  |
| MOU        | Memorandum of Understanding  |
| MRWA       | Main Roads WA  |
| NNTT       | National Native Title Tribunal   |
| OAG        | Office of Auditor General  |
| OCM        | Ordinary Council Meeting   |
| PTA        | Public Transport Authority   |
| RRG        | Regional Roads Group   |
| RTR        | Roads to Recovery  |
| SAT        | State Administrative Tribunal  |
| SEMC       | State Emergency Management Committee                                   |
| SGC        | Superannuation Guarantee Contribution                                  |
| SJAA       | St John Ambulance Association  |
| SWALSC     | South West Aboriginal Land and Sea Council                             |
| WAEC       | WA Electoral Commission  |
| WALGA      | WA Local Government Association  |
| WSM        | Works and Services Manager   |

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# Minutes

## Ordinary Meeting of the Victoria Plains Shire Council

Held in the Calingiri Shire Chambers and via E-meeting Protocol  
on 23 September 2020 commencing at 2.12 pm

### 1. DECLARATION OF OPENING

#### 1.1 Opening

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The Meeting was declared open at 2.12pm.

#### 1.2 Announcements by Shire President

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The Presiding Member stated the declaration of the State Emergency and State Health Emergency and the means of conducting meetings under the E-meeting platform, advising Elected Members that the meeting was being recorded for the purposes of Minute Taking and uploading of the recording to the Shire Website for public viewing.

### 2. RECORD OF ATTENDANCE

|                           |  |
|---------------------------|--|
| Members present           | Shire President – Cr P Bantock<br>Deputy Shire President – Cr D Lovelock<br>Cr N Clarke<br>Cr J King<br>Cr J Kelly – via teleconference<br>Cr S Penn – via teleconference  |
| Staff attending           | CEO – Ms Glenda Teede<br>Executive Assistant – Mrs Julie Klobas<br>Governance Officer – Mr Sean Fletcher<br>Community Emergency Services Manager –<br>Mr Nicholas Parry<br>Shire Planner – Mr Joe Douglas – joining via Video<br>Conference at 3.17pm until 3.2 1pm. |
| Apologies                 | Nil  |
| Approved leave of absence | Cr J Corless-Crowther has approved leave of<br>absence from 31 July 2020 until 30 October 2020<br>inclusive.   |

|                       |     |
|-----------------------|-----|
| Visitors              | Nil |
| Members of the public | N/A |

### 3. DISCLOSURES OF INTEREST

*Refer – Local Government Act, Regulations, Code of Conduct, and Declaration Forms in Councillor folders.*

|     | <i>Type</i>  | <i>Item</i> | <i>Person / Details</i>  |
|-----|--------------|-------------|--|
| 3.1 | Financial    |             | Nil  |
| 3.2 | Proximity    |             | Cr Lovelock declared a proximity interest in item -8.6. “Proposed Road Dedication – Great Northern Highway Bindoon Bypass” due to “owner of adjoining land”. |
| 3.3 | Impartiality |             | Nil  |

### 4. PUBLIC QUESTION TIME

*Refer – Local Government Act, Regulations, Local Law and Submission Form & Guidelines circulated.*

There were Nil public questions asked at the 26 August 2020 OCM.

#### 4.1 Public Questions With Notice

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##### Stacey Byrne-Brandis

- Q1 It would seem when the people spoke up about having local people and not contractors working on our Shire it has been ignored. With the recent redundancies there will be no other choice but to get contractors who will cost us more money we don't have, even though I'm not sure if this would be legal to hire anyone for at least a year. Why has this been approved, and our wishes blatantly ignored in such an under handed manner.
- A1. *The Shire certainly has a strong preference to “support local” where possible, in relation to purchasing and employment opportunities. Further, however, as staffing matters are the CEO’s responsibility, and having regard to Privacy and Industrial Relations Laws, the CEO is unable to detail specifics in relation to this statement.*
- Q2. Is someone actually going to address the over 40 staff member turn over in the last 3 and a half years with at least 5 in the last 10 days, and the blatant lies about some people choosing to leave but in reality have been fired.
- A2. *This question also falls under privacy & industrial relation laws so specifics cannot be provided. The Shire can inform the public that an independent organisational chart review has been undertaken, of which the outcomes addressed a number of streamlining and efficiency issues leading to the workforce restructure.*
- Q3. I would like to know about the disability toilet in town being closed and when will it be open. I'm asking as the one in the hall is not adequate and I'm not even sure if there is one in the men’s toilet with a rail. The distance from the disability bay to

the toilet is unrealistic and not helping anyone.

- A3. *The Calingiri Five Roads Café has disabled toilets as part of the lease of that building. Outside the trading hours of that business, there is no public access to these toilets. The current Lessee is away on leave at this point in time, therefore the business is not open at present. The Lessee has met all the conditions of the lease to date. The Shire has public toilets available at the Calingiri hall, however these are located in a building which was built when there was no requirement for disabled toilets within Public Halls. There is a disabled parking bay and access path leading to the Hall. The Hall has wide access doors & is sufficient for sensory & walking frame use. Shire staff are happy to meet onsite with Ms Byrne-Brandis to see if any small access issues can be rectified. Any large costs will need to be agreed by Council and budgeted for. The Shire has a disability access inclusion plan dated 2015 to 2020. The Shire will be pleased to liaise with Ms Byrne-Brandis and other members of the community, during the scheduled update of this plan.*

**Anne-Marie Byrne-O'Neill, Calingiri**

- Q1. How much money is allotted to Anzac Park in our 20-21 budget please?

A1. *\$2,230 is allocated for the Anzac Day Rose Garden.*

- Q2. Are council able to present a report to the community on Staff turnover in the areas of administration and works for the following financial years please, it would be helpful but not necessary to include similar references to surrounding shires that have approx. staff numbers to ours - 2015-2016, 2016-2017, 2017-2018, 2018-2019, 2019-2020

A2. *The Shire's policy regarding public question time and the Act regarding section 5.23, states that staff matters are confidential and will not be responded to. Similar versions of this question have been asked at previous Council Meetings & a response documented along these lines.*

**Suzanne Woods, Calingiri**

- Q1. What is the number of staff that have concluded their employment with the Shire of Victoria Plains, either at the request of management or by their own choice in the financial years of 15-16, 16-17, 17-18, 18-19,20-21 & 20-21 to date.

A1. *As Above. The Shire's policy regarding public question time and the Act regarding section 5.23, states that staff matters are confidential and will not be responded to. Similar versions of this question have been asked at previous Council Meetings & a response documented along these lines.*

**4.2 Public Questions Without Notice**

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*Where written questions are not submitted, a summary of the questions and responses are given, as per the Local Government (Administration) Regulations 1996 r.11(e).*

N/A

## 5. PRESENTATIONS AND DEPUTATIONS

### 5.1 Presentations

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Nil

### 5.2 Deputations

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Nil

## 6. APPLICATIONS FOR LEAVE OF ABSENCE

N/A

## 7. MINUTES OF MEETINGS

### 7.1 Confirmation of Council Meeting minutes

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#### VOTING REQUIREMENTS

Absolute majority required: No

|  |
|--|
| <b>2009-01 Officer Recommendation / Council Resolution</b> |
|--|

**Moved: Cr N Clarke**

**Seconded: Cr J King**

That the Minutes of the following meeting:

- Ordinary Council Meeting held 26 August 2020 as circulated, be **CONFIRMED** as a true and correct record.

**CARRIED For 4 / Against 2**

*Cr S Penn and Cr J Kelly requested to have their names recorded as voting against the motion.*



**8. REPORTS REQUIRING DECISION****8.1 Accounts for Endorsement - August**

|                                       |   |   |   |
|---------------------------------------|---|---|---|
| <b>File reference</b>                 | F1.8.4                                  |   |   |
| <b>Report date</b>                    | 10 September 2020                       |   |   |
| <b>Applicant/proponent</b>            | Nil                                     |   |   |
| <b>Officer disclosure of interest</b> | Nil                                     |   |   |
| <b>Previous meeting references</b>    | Nil                                     |   |   |
| <b>Prepared by</b>                    | Glenn Deocampo – Senior Finance Officer |   |   |
| <b>Authorised by</b>                  | Glenda Teede – CEO                      |   |   |
| <b>Attachments</b>                    |   |   |   |
| Attachment 1                          | Page                                    | 2 | Public schedule – in the Attachments to Agenda            |
|                                       |   | 2 | Restricted schedule – to councillors under separate cover |

**PURPOSE**

This Item presents the attached List of Accounts Paid, paid under delegated authority, for August 2020.

**BACKGROUND**

As per Local Government Act and Financial Management Regulations.

**COMMENT**

Each month Council is to be advised of payments made during the preceding month; the amount, payee, date and reason for payment.

**CONSULTATION**

None

**STATUTORY CONTEXT**

*Local Government Act 1995* –

- s.6.8(2)(b) – expenditure is to be reported to the next ordinary meeting of Council

*Local Government (Finance) Regulations 1996* –

- r.13 Payments for municipal fund or trust fund
  - (1) the Chief Executive Officer is to provide a list of accounts paid from the Municipal fund or Trust fund, a list of all accounts paid each month showing for each account paid –
    - a) The payee's name
    - b) The amount of the payment
    - c) The date of the payment
    - d) Sufficient information to identify the transaction
  - (2) the listing to be presented to the Council at the next ordinary meeting of Council after preparation.

**CORPORATE CONTEXT**

Delegations Register –

- 3.2 – Municipal Fund and Trust Fund – Payments from Bank Accounts
  - o CEO authorised, subject to conditions
  - o compliance with legislation and procedures
  - o Minimum of 2 signatories with varying level of authorisation

### FINANCIAL IMPLICATIONS

All payments are in accordance Council's adopted budget.

### VOTING REQUIREMENTS

Absolute Majority Required: No

|  |
|--|
| <b>2009-02 Officer Recommendation / Council Resolution</b> |
|--|

**Moved: Cr D Lovelock**

**Seconded: Cr N Clarke**

That the payments made for August 2020 from the Municipal Bank Account/Trust Bank Account as per the attached listing and summarised below, and the Credit Card Reconciliation/Statement be **ENDORSED**:

| Payment type               | References from – to     | \$ Amount           |
|----------------------------|--------------------------|---------------------|
| Creditor EFT Payments**    | 9076 - 9251              | 211,855.66          |
| Creditor Cheque Payments   | 12269-12270              | 61.65               |
| Direct Debit Payments**    | DD11886 – DD11929        | 34,484.00           |
| Salaries & Wages EFT       | PE 05/08/20, PE 19/08/20 | 73,382.94           |
| Credit Card Statements     | DD11874.2                | 402.42              |
| Fuel Card – Wright Express | DD11874.1                | 620.41              |
| Trust Payments             |                          | 0.00                |
|                            | <b>TOTAL</b>             | <b>\$320,807.08</b> |

\*\*includes salary and wages deductions, and SGC

**CARRIED For 4 Against 2**

*Cr S Penn and Cr J Kelly requested to have their names recorded as voting against the motion.*

**8.2 Monthly Financial Statements – August 2020**

|                                       |                          |   |   |
|---------------------------------------|--------------------------|---|---|
| <b>File reference</b>                 |                          |   |   |
| <b>Report date</b>                    | 16 September 2020        |   |   |
| <b>Applicant/proponent</b>            | Shire of Victoria Plains |   |   |
| <b>Officer disclosure of interest</b> | Nil                      |   |   |
| <b>Previous meeting references</b>    | Nil                      |   |   |
| <b>Prepared by</b>                    | RSM – Travis Bate        |   |   |
| <b>Authorised by</b>                  | Glenda Teede             |   |   |
| <b>Attachments</b>                    |                          |   |   |
| Attachment 1                          | Page                     | 9 | Monthly Financial Statements – 31 August 2020 |

**PURPOSE**

To receive the monthly financial statements for the period ending 31 August 2020.

**BACKGROUND**

Section 6.4 of the Local Government Act 1995 requires a Local Government to prepare financial reports.

The Local Government (Financial Management) Regulations 34 & 35 set out the form and content of the financial reports which have been prepared for the periods as above and are presented to Council for approval.

**COMMENT**

The 31 August 2020 Monthly Financial Statements are presented for consideration.

Explanations for the significant variances have been reported in Note 2. Most variances for the month were classified as timing variances.

**CONSULTATION**

RSM  
CEO

**STATUTORY CONTEXT**

Local Government (Financial Management) Regulations 1996 –

- r.34 – financial activity statement required each months and details of what is to be included

**CORPORATE CONTEXT**

None

**FINANCIAL IMPLICATIONS**

None

**VOTING REQUIREMENTS**

Absolute Majority Required: No

|   |
|---|
| <b>2009-03    Officer Recommendation / Council Resolution</b> |
|---|

**Moved: Cr N Clarke**

**Seconded: Cr D Lovelock**

That Council **RECIEVE** the 31 August 2020 Monthly Financial Reports as presented:

**CARRIED For 4 / Against 2**

*Cr S Penn and Cr J Kelly requested to have their names recorded as voting against the motion.*

**8.3 Quarterly Update of the Shire's Corporate Business Plan 2019-2020**

|                                       |   |
|---------------------------------------|---|
| <b>File reference</b>                 |   |
| <b>Report date</b>                    | 7 September 2020  |
| <b>Applicant/proponent</b>            | CEO   |
| <b>Officer disclosure of interest</b> | Nil   |
| <b>Previous meeting references</b>    | OCM 12 August 2019 10.1, 10.2, 10.3; OCM 18 December 2019 8.4; OCM 22 July 2020 8.6 |
| <b>Prepared by</b>                    | Sean Fletcher, Governance Officer   |
| <b>Authorised by</b>                  | CEO   |
| <b>Attachments</b>                    |   |
| Attachment 1                          | Page 38 Shire's CBP Action Plan 2019/2020 – 2022/2023                               |

**PURPOSE**

For Council to advise the CEO that in accordance with Resolution 2007-14 it is satisfied with the CEO's preparation and implementation of the Corporate Business Plan – Action Plan 2019/2020 – 2022/2023 as set out in Attachment 1.

**BACKGROUND**

At the Council Meeting on 22 July 2020, it was resolved that:

**2007-14 Officer's Recommendation / Council Resolution**

**Moved: Cr N Clarke                      Seconded: Cr D Lovelock**

That Council:

1. **ACCEPT** the report on the Corporate Business Plan and the June 2019 – 2020 quarterly review of the Shire's Corporate Business Plan as set out in Attachment 1.
2. **CONFIRM** under section 19DA(4) of the *Local Government Act 1995* that the Shire has completed its annual review of the Shire's Corporate Business Plan 2019 - 2023 as set out in Attachment 1.
3. **CONFIRM** that there are no major changes required to the Corporate Business Plan.
4. Is satisfied with the CEO to prepare prioritisation dates for each action in the subsequent out years (2020/2021 – 2022/23) and notes that this will include who has responsibility for each action. These are to be in place for the September Quarter Review 2020/2021.

**CARRIED BY UNANIMOUS DECISION OF COUNCIL**

In his report to Council, the author identified in his report to Council what the CEO needs to do going forward regarding the Shire's Corporate Business Plan (CBP) is identify those matters that commence in the outyears and who is responsible for them. This is because such criteria was not set out in the current CBP. The CBP does list all the necessary actions to be achieved, however, each action either is required to be completed

in 2019/2020 or are, effectively, ongoing actions from that point. This is neither practical, nor effective.

By the CEO introducing the CBP Action Plan with the prioritisation dates, it will allow more effective reporting on achieving these matters or actions. Such actions typically form the basis of strategic the KPIs set for the CEO each year. In turn, the CEO conducts the same process regarding strategic KPIs from the CBP and allocating these to the other officers to be achieved.

**COMMENT**

The CBP Action Plan has now been prepared and implemented by the CEO earlier in the month. The Action Plan is designed to complement the Corporate Business Plan. It easy to follow and forms the basis of the quarterly reporting to Council on the status of the CBP. Within the Action Plan, the actions are configured as follows:

| Priority Area | Strategy  | Action   | Who | Current Year Cost                     | Y1 | Y2 | Y3 | Y4 | Completed % | Comment  |   |                           |
|---------------|---|--|-----|---------------------------------------|----|----|----|----|-------------|--|---|---------------------------|
| Community     | 1.1 Better public sporting events and activities in the Shire | 1.1.1 Continue to actively engage with the community using multiple platforms    | CEO |                                       | •  |    |    |    | 100         | Includes community newsletter, Shire Facebook Page   |   |                           |
|               | 1.2 Improved aged care and support                            | 1.2.1 Advocate for improved aged care and support services and facilities        | CEO |                                       |    |    | •  | •  | 0           | Plan for 2021/2022 regarding an advocacy strategy  |   |                           |
|               | 1.3 Promote community health and wellbeing                    | 1.3.1 Continue to apply for and facilitate community health and wellbeing grants | ?   | \$39,000                              |    |    |    | •  | •           | 0  | Ys1 & 2 impacted by COVID-19 and lack of resources in this area       |                           |
|               |   |  | ?   |                                       | •  | •  | •  | •  | 0           | Ys1 & 2 impacted by COVID-19 and lack of resources in this area  |   |                           |
|               | 1.4 Support sporting, volunteer and community groups          | 1.4.1 Support community groups with grant applications                           | ?   |                                       | •  |    |    | •  | •           | 0  | Ys1 & 2 impacted by COVID-19 and lack of resources in this area       |                           |
|               |   |  | ?   |                                       | •  |    |    | •  | •           | 0  | Ys1 & 2 impacted by COVID-19 and lack of resources in this area       |                           |
|               |   |  | CEO |                                       |    |    |    | •  | •           | 0  | Not commenced. See 1.6.1  |                           |
|               | 1.5 Increase community activities                             | 1.5.1 Celebrate community achievement and host community events and functions    | OTM |                                       | •  | •  | •  | •  | 12.5        | Australia Day celebrations held. Anzac Day and Thank a Volunteer impacted by COVID-19  |   |                           |
|               |   |  | ?   |                                       | •  | •  | •  | •  | 16.25       | See 1.5.1. Difficult to support with the lack of resources and skills in this area at the present time   |   |                           |
|               | 1.6 Develop new/ reuse existing community facilities          | 1.6.1 Advocate for funding for multi-use collocated facilities                   | CEO |                                       |    |    |    | •  | •           | 0  | See 1.4.3. Not commenced. Recreation Plan required first - 2021/2022? |                           |
|               |   |  | CEO |                                       |    |    |    |    | •           | •  | 0   | Not commenced. See 1.6.1. |
|               |   |  | MWS | Hulk Recreation \$125,000<br>\$36,000 | •  | •  | •  | •  | 25          | Strategic Resourcing Plan implemented August 2019. Calingiri Hockey Oval improved. Calingiri Oval grass and surface renewed. Calingiri Basketball Court dismantled as it was dangerous |   |                           |

**Diagram One: Setting Out of Actions in the CBP Action Plan**

The Action Plan shows the following:

- The Priority Areas e.g. Community, Economic, Infrastructure and so on;
- The Strategy for each Priority Area as set out in the CBP;
- The corresponding Actions for each strategy;
- Who is responsible for each Action e.g. CEO, MWS and so on;
- The current year cost expected for each Action. These costs are set out in the relevant Budget (and should reflect the Long Term Financial Plan);
- The status of the actions for Year 1 i.e. 2019/2020;
- The magenta highlight of the current year i.e. Year 2 2020/2021;
- The time required to complete each action highlighted through using a bullet point for the relevant years;
- A percentage completed column showing the percentage of the action completed over the four year period;
- A comments section that highlights current impacts, expectations and other relevant information.

The Action Plan is a very effective method to show the progress of the Corporate Business Plan and in turn the success of the Strategic Community Plan. This reporting then forms the basis of reporting each quarter on the measurements of success for each Priority Area.

**CONSULTATION**

CEO and Agenda Settlement

**STATUTORY CONTEXT**

***Local Government (Administration) Regulations 1996***

19DA. Corporate business plans, requirements for (Act s. 5.56)

(4) A local government is to review the current corporate business plan for its district every year.

***Local Government Act 1995***

5.53. Annual reports

- (2) The annual report is to contain (in part) —
- (a) a report from the mayor or president; and
  - (b) a report from the CEO; and
  - [(c), (d) deleted]*
  - (e) an overview of the plan for the future (Strategic Community Plan) of the district made in accordance with section 5.56, including major initiatives that are proposed to commence or to continue in the next financial year (Corporate Business Plan).

**Integrated Planning and Reporting – Framework and Guidelines**

It is anticipated that the Annual Report will also outline progress towards the achievement of four-yearly Council priorities as established through the Corporate Business Plan (Intermediate Standard).

**CORPORATE CONTEXT**

**Strategic Community plan**

Civic Leadership *to better allocate scarce resources and effectively interact with the community*

|     |  |   |
|-----|--|---|
| 5.1 | Implement measures to improve relationship and communication between Council and community | <ul style="list-style-type: none"> <li>• <i>Implementation of initiatives to better connect Council with the community and associated matters.</i></li> </ul> |
| 5.2 | Improve elected member performance   |   |
| 5.3 | Develop an advocacy and lobbying capacity  |   |
| 5.4 | Measures to improve organisational efficiency  |   |

**Corporate Business Plan**

Strategy 5.4: Measures to improve organisational efficiency

5.4.1: Review, update and maintain strategic and operational plans

**Risk Management (Risk Governance Framework)**

| Consequence:<br>Compliance   | Likelihood:<br>Possible                  | Risk         | Risk<br>Acceptance | Outcome  |
|--|--|--------------|--------------------|--|
| <b>Extreme (5)</b><br>Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire/Officers | Event occurs more than once per year (5) | Extreme (25) | CEO & Council      | The risk will be reduced to low if the CBP Action Plan is used as it should be i.e. the key driver regarding the CBP and thus the Shire's strategic focus and direction. This includes: <ul style="list-style-type: none"> <li>• Realistic timeframes;</li> <li>• Identifying allocation of resourcing;</li> <li>• Who is responsible for what;</li> <li>• And better feedback to the community</li> </ul> |

| Consequence:<br>Reputation   | Likelihood:<br>Possible                 | Risk         | Risk<br>Acceptance | Outcome           |
|--|---|--------------|--------------------|-------------------|
| <b>Extreme (5)</b><br>Non-compliance results in litigation, criminal charges or significant damages or penalties to Shire/Officers | Event occurs at least once per year (4) | Extreme (20) | CEO & Council      | As per Compliance |

**FINANCIAL IMPLICATIONS**

Nil



**VOTING REQUIREMENTS**

Absolute majority required: No

|  |
|--|
| <b>2009-04 Officer's Recommendation/Council Resolution</b> |
|--|

Moved Cr D Lovelock

Seconded Cr J King

That Council:

in accordance with Resolution 2007-14 **ADVISES** the CEO that it is satisfied with the CEO's preparation and implementation of the Corporate Business Plan – Action Plan 2019/2020 – 2022/2023 as set out in Attachment 1.

**CARRIED BY UNANIMOUS DECISION OF COUNCIL**

## 8.4 Request for Community Workshops – Shire’s Fiscal Position and Community Local Issues

|                                       |      |                                   |  |
|---------------------------------------|------|-----------------------------------|--|
| <b>File reference</b>                 |      |                                   |  |
| <b>Report date</b>                    |      | 4 September 2020                  |  |
| <b>Applicant/proponent</b>            |      | Ms Anne-Marie Byrne-O Neil        |  |
| <b>Officer disclosure of interest</b> |      | Nil                               |  |
| <b>Previous meeting references</b>    |      | Nil                               |  |
| <b>Prepared by</b>                    |      | Sean Fletcher, Governance Officer |  |
| <b>Authorised by</b>                  |      | CEO                               |  |
| <b>Attachments</b>                    |      |                                   |  |
| Attachment 1                          | Page | 47                                | Correspondence (Email) Ms Anne Byrne O’Neill |
| Attachment 2                          | Page | 48                                | Shire of Victoria Plains Compliance Calendar |

### PURPOSE

For Council to consider request by Ms Anne-Marie Byrne O Neil for community workshops to address the Shire’s financial matters and local issues. The item also contains extensive information regarding the Shire’s fiscal matters and engagement with the community and how it currently undertakes these matters and some of the impacts involved so that the Community may better understand through this report the obligation the Shire has in these matters.

### BACKGROUND

On 25 August 2020, the Shire CEO was copied into an email to all councillors from Anne-Marie Byrne-O Neil regarding a response she received from the Hon. Minister for Local Government, David Templeman MLA to her query of presenting a petition to Council. The email and the chain of exchanges listed leading up to this email are provided in Attachment 1:

- 14 July 2020 Ms Byrne-O’Neill wrote to Minister Templeman regarding wanting to present a petition to Council. She advised that she had discussed this matter with the Shire President who confirmed that the current State of Emergency prevented an elector’s meeting or similar from being held. Ms Byrne-O Neil asked the Minister when he would retract the directive as there are many who would like to discuss the checks and balances with Council in an open meeting forum.
- 14 July 2020 Ms Byrne-O Neil advised to send email to the Minister’s office instead of his electoral office.
- 25 Aug 2020 Ms Byrne-O Neil submitted the email to all councillors with the CEO copied in. The email consists of:
- Setting out her concerns regarding the divide between Governance/Council and the Community and consideration of workshops at the August 2020 OCM to address the ongoing effects

such a divide is creating. She will put the Minister's response on social media;

- What would appear to be the letter of response from Minister Templeman in the body of Ms Byrne-O'Neill's email, dated 17 July 2020. As the Shire does not have a copy of the original letter, it is difficult to ascertain if this is the Minister's letter in full;
- From what the author can see, the Minister confirmed that it would be irresponsible of him to lift the Order regarding the restrictions in place to hold a special meeting of electors during the current State of Emergency given the volatile situation in the eastern states. However, there are still methods at the Shire's disposal to ensure an appropriate level of accountability providing they are compliant with the physical distancing restrictions. This includes consulting through community workshops (in-person and electronic) or other appropriate engagement strategies. The Minister confirms that the methods of engagement are set out on the Shire's website;
- An explanation to the Councillors and the CEO that she wished to present a local petition so that community members could have questions and answers regarding spending and finances of the Shire. Ms Byrne-O Neil comments that the Minister confirmed the electors forum is not possible, but there are some avenues such as workshops to keep the community:
  - Involved with fiscal checks and balances; and
  - Interaction of local issues in our society.

In terms of subsequent actions regarding the response to Ms Byrne O Neil's email, the following has occurred:

- 25 Aug 2020 The President responded to Ms Byrne O Neil regarding her email of 25 August 2020. This included that, as per the information on the Shire website, correspondence must be submitted 10 days prior to the meeting date so that there is sufficient time for a report to be prepared and included on the meeting agenda so that Council may consider it in the appropriate manner. As the CEO has been copied into the email, Ms Byrne O Neil's request can be considered by the CEO. The President will ask if a report can be prepared on the matter.
- 25 Aug 2020 The President asked the CEO if a report could be prepared to the September 2020 OCM that could contain details as follows:
- The Shire's fiscal checks & balances;
  - How the Community can stay up to date with these checks & balances;
  - How the Shire is developing an engagement policy;
  - Such a report is a positive way to engage the community and explain the correct and responsible process the Shire is adhering to.
- 25 Aug 2020 The CEO asked the Governance Officer to prepare a report for Council's consideration at the September OCM.

- 26 Aug 2020 Cr Penn in an email to the Shire President requested that Ms Byrne O'Neill's letter (email 25 August 2020) was tabled at today's OCM (August Council meeting).
- 26 Aug 2020 The President sort clarification from the CEO to confirm her understanding of the process regarding Cr Penn's request and that the CEO had commenced due process regarding Ms Byrne O 'Neil's email. The Governance Officer advised the President in a subsequent meeting that day she was correct regarding her understanding and the matter was not one of urgent business as it is a normal administrative process.

## COMMENT

In order to address Ms Byrne-O'Neill's correspondence and assist the community better understand the Shire's fiscal checks and balances and interaction regarding local issues, the author provides the following comments:

### The Local Government Act

The Local Government Act encourages public participation in the affairs of a Local Government in the following ways:

- Public attendance at meetings where binding decisions are made;
- Right of the public to ask questions at Council meetings;
- Local and State-wide public notice given on certain matters;
- Written submissions required to be considered by Councils before making their decisions;
- Public access to certain information;
- Participation in annual general meetings, where the annual financial report is presented;
- Right of electors to run as candidates at biennial elections;
- Voting in elections;
- Right of electors to call for special meetings of electors;
- Limitation on matters that can be discussed behind closed doors at Council meetings.

The bottom line is that for public participation to become a healthy reality there needs to be acceptance of the fact that the community may not agree with the Shire's plans and decisions. Also, we do understand that getting to really know the community should pay dividends in improved channels of communication and mutual respect.

### Impact of COVID-19 (the pandemic)

As Council is aware, the Shire has acted most responsibly during the pandemic, which unfortunately, includes a restriction regarding some of the normal public participation methods. The Shire would appear though to have a leading position in dealing with the impacts regarding COVID-19 and ensuring that both staff and the community are protected from this highly contagious virus. This has, as outlined in a report to Council on this matter at the August 2020 OCM, included:

- The development and implementation of a framework to set a direction regarding both managing the impacts of COVID-19 and the local recovery plan. The framework aligns with the WA Recovery Plan;
- A response and safety plan regarding the impact of COVID-19, what to do if there is an incident (and outbreak) and maintain hygiene and social distancing in accordance

- with the State's COVID-19 Roadmap;
- Keeping the community informed on the impacts of COVID-19 on its operations (services and facilities). This is done through the Shire's Facebook page and COVID-19 website landing page. This has included up to date information regarding the holding of elector's meetings;
- Regular reports to Council on the most recent and relevant information on the pandemic, both at the briefing sessions and council meetings;
- Adoption of eMeeting guidelines in accordance with the amendments to the Local Government (Administration) Regulations to allow council meetings to continue using remote technology. Council meetings are closed to the public and will continue to do so for the duration of the State of Emergency. Public questions must be submitted in writing with a summary of the response provided in the agenda of the next Council meeting (which is a statutory requirement in any case);
- The ability to provide video recordings of the Council meetings for July and August;
- The Shire is in the process of developing a community engagement policy, however, this is restrained by the current requirements for now regarding the pandemic in terms of developing such a policy with the wider community.

### **The Many Forms of Checks and Balances**

Being accountable in public life means the Shire (Elected Members, CEO) is liable to have to explain its actions and to give reasons for what councillors and the CEO do (or have not done). The need to keep various registers and records is an accountability measure. So is the requirement to provide annual reports that include an assessment of the Local Governments' performance. All of this information is available to the public.

The Local Government Act sets out the "four pillars" of the Act that guide local governments regarding their communities as follows:

#### **Section 1.3(2) states:**

This act is intended to result in:

- Better decision-making by Local Governments
- Greater community participation in the decisions and affairs of Local Governments
- Greater accountability of Local Governments to their communities, and
- More efficient and effective Local Government."

Further to this, good governance is enacted through the role of Council, the Elected Members, the CEO and Local Government Officers in appropriate systems and processes in place that will ensure good decision making.

#### **Section 2.7 states the role of council is:**

(1) The council:

- (a) governs the Local Government's affairs; and
- (b) is responsible for the performance of the Local Government's functions.

(2) Without limiting subsection (1), the council is to:

- (a) oversee the allocation of the Local Government's finances and resources;  
and
- (b) determine the Local Government's policies."

The interpretation is that to 'govern' is to officially control and lead the community and to make decisions relating to laws and social programs and imposition of fees and charges

to cover costs. In addition, specifically the role of the council is to have oversight (watchful care) in relation to finances and resources and deciding policy (which includes strategy).

### **Section 5.41 – the role of the CEO and Part 6 of the Local Government Act**

Under the Local Government Act, the CEO, as per section 5.41, has the responsibility for the day to day operations of a local government and in broader terms of the Act, must ensure that all financial matters are operated effectively and efficiently. Specifically, under Part 6 of the Act and the Local Government (Financial Management) Regulations the CEO must meet the specific requirements from the reporting and accounting treatments in the Australian Accounting Standards. Therefore, general accounting treatments applied in commercial reporting are required to be present in reports prepared by a local government.

### **The Extensive List of Checks and Balances**

As Council (and the Audit Committee) would be aware, the Shire is required to ensure it has in place many checks and balances to meet its statutory (legislative or legal) obligations, as well as those regarding the community and in terms of its day to day operations. In the update to Council at its meeting on 22 July 2020 regarding the Corporate Business Plan (Item 8.6), the author highlighted many of these checks and balances the Shire is required to undertake:

- Preparation of the Annual Report (including the annual financial statements or annual financial report);
- The monthly financial statements;
- The Council Resolution Status Update - monthly;
- An update on matters from the Council Briefing Sessions - monthly;
- The Budget Review – mid year;
- The annual review of delegations;
- Regular review of the policies, executive policies and procedures;
- Status of the Shire's record keeping system;
- Regulation 17 Review - every three financial years;
- The Financial Management Review – every three financial years;
- Applying the Shire's Risk Governance Framework;
- The Local Law Review – every eight years;
- The Ward and Representation Review – every eight years;
- Following the compliance calendar; and
- The quarterly review of the Corporate Business Plan (which also includes updates as appropriate regarding the other IPR documents and when they need to be reviewed).

### **Fiscal Checks and Balances**

Of the checks and balances that must be in place, the following is an overview of the Shire's fiscal checks and balances:

### **The Annual Report and The Annual Financial Statements**

The Shire's Annual Report is a mandatory formal reporting mechanism, both to the Community and the Minister for Local Government, regarding the Shire for the preceding

financial year and what is expected for the coming year. A key part of the annual report are the annual financial statements (also referred to as the annual financial report).

The Audited Annual Financial Statements set out in full detail the following:

- The Auditor's Report;
- Statement by the Chief Executive Officer;
- Statement of Comprehensive Income by nature or Type;
- Statement of Comprehensive Income by Program;
- Statement of Financial Position;
- Statement of Changes in Equity;
- Statement of Cashflows;
- Rate Setting Statement;
- Notes to the Financial Report including rates information, asset information, status of the Shire's reserves, information regarding loans, the financial ratios.

The Auditor's report is submitted to the Shire President and the CEO. These reports along with the Annual Financial Statements are then submitted to the Audit Committee, before being sent to Council for final adoption and inclusion in the Annual Report. Any remedial action is then identified by the CEO to the Audit Committee who then reviews this and makes the recommendation(s) to Council regarding an action plan for correction or adjustment.

The Annual Financial Statements then must be submitted to the Department of Local Government along with any action plan for the Minister that is required to address a major risk identified during the audit.

The Community can stay up to date regarding this key check and balance by either viewing it on the Shire's website as part of the Shire's Annual Report, downloading the Report from the website or looking through the hardcopy kept at a Shire library.

### **Monthly Financial Reports and Financial Payments**

All local governments in Western Australia are required to submit monthly reports of financial activity in line with regulation 34 of the Local Government (Financial Management) Regulations 1996.

This is a key oversight report to Council (and thus the community) on the status of the Shire's finances. The Shire's monthly financial statements are prepared by RSM as the Shire does not have the capacity to undertake reporting at this level. The monthly financial statements show key financial information including:

- The current status of the Shire's balance sheet;
- The status of the Shire's assets, and liabilities;
- Major variances for each program (services and facilities) along with an explanation regarding the variance e.g. timing – perhaps a major grant has not been received yet, or there was a delay to the road construction program that month;
- The status of the Shire's reserves. The reserves set out the funds the Shire can set aside for future requirements. This includes contributions to made to the reserves and

funds to be withdrawn from the reserves to pay for key items e.g. road works, purchase of plant and equipment and so on;

- The status of the Shire's rate income for the financial year;
- The status of the Shire's loans.

Council is expected to have an understanding of the Shire's financial statements and budgets. To assist with this understanding, there is the Understanding of Financial Reports and Budget module that all elected members must now complete as part of the mandatory Council Essential Member Skills Set. Elected members are expected to have sufficient knowledge of the Shire's finances so that they can provide information on key items if requested by a community member e.g. what is the status of a capital road project. A councillor can respond that they are aware of the overall funds spent to date on the road in question, or that the Shire is waiting on key funding and that the project is expected to be completed by the due date. If the community member requires other information that is operational in nature, the councillor must then refer them to the CEO or relevant officer for further information.

A core issue is the misunderstanding of the payments made by the Shire. Council each month endorse the payments made by the CEO. This is because the CEO has delegated authority in accordance with the Shire's budget to make such payments so that they can manage the day to day operations of the Shire, which means they do not need Council approval in the first instance.

Elected Members, are expected in accordance with best practice, to raise queries with the CEO prior to each Council meeting regarding the status of the Shire's finances and the payments made. Elected Members can still raise questions at a Council meeting, however, the expectation is that a councillor is self -informed prior to the meeting.

The Community can access the monthly financial report and its statements each month as set out in the Council Meeting Agenda. The Agenda is published on the Shire's website each month and can be either viewed or downloaded. A hard copy available in the Shire's libraries, which community members can also request.

### **Budget Review**

Halfway through each financial year, the CEO must undertake a Budget Review and present this to Council by the 31 March. The Budget Review outlines where the CEO expects the local government's financial position to be by 30 June. The Budget Review is a key process that is workshopped with Staff and the Council. The purpose of the Review is to identify:

- If the sources of income are on track;
- If expenditure is on track;
- Whether the programs and/or accounts need to be adjusted to reflect shortfalls in income or over expenditure due to a "road-block";
- Whether funding is required for a new service or facility. Conversely, whether funding needs to be withdrawn regarding a service or facility.



The Community can access the Budget Review report and its statements once presented in the March Council Meeting Agenda. The Agenda is published on the Shire's website each month and can be either viewed or downloaded. A hard copy available in the Shire's libraries, which community members can also request.

### **Other Key Reviews**

The CEO reports on the progress against these requirements to the Audit Committee every three financial years. The Shire will be undertaking sometime in the next 12 months:

- The Local Government (Audit Regulations) - The Regulation 17 Review;
- The Local Government (Financial Management) Regulations – r.5 (2)(c ) Financial Management and Systems Review.

With the Regulation 17 Review and the Financial Management Systems Review, the CEO is required to report to the Audit Committee on the following:

#### 17. CEO to review certain systems and procedures

- (1) The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to:
- (a) risk management; and
  - (b) internal control; and
  - (c) legislative compliance.

The Audit Committee then submits the Review to Council

#### 5. CEO's duties as to financial management

- (2) The CEO is to:
- (a) ensure that the resources of the local government are effectively and efficiently managed; and
  - (b) assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and
  - (c) undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.

As with Regulation 17 Review, the CEO is required to report their findings to the Audit Committee, who in turn submits its findings to Council.

The Community can access the Reviews once presented to the appropriate Council Meeting Agenda. The Agenda is published on the Shire's website each month and can be either viewed or downloaded. A hard copy available in the Shire's libraries, which community members can also request.

### Council Financial Management Policies

The Shire has in place a range of policies regarding its financial management and procurement (purchasing) practices. Of these, the purchasing policy is a mandatory requirement. In particular, these policies set out the criteria for types of purchase that the Shire can make.

The CEO is bound by these policies.

As the Council cannot perform administrative tasks, payments are made by the CEO and by the appropriate officer's authorised by the CEO.

The Financial Management and Purchasing Policies are located on the Shire's website in the 2019 and 2017 Policy Manual and for policies enacted this year by website link.

### The Minister for Local Government, The Executive Director and the Department of Local Government

The Shire, as with all local governments, is required to submit a range of its checks and balances to the Department and the Minister. This includes the Annual Report, the Annual Financial Statements and its Budget each year. From these, the Department and the Executive Director review the Shire's financial data. If there is a problem with the accuracy of the data, the Shire is asked by the Department to correct the data. The information is also submitted to the MyCouncil website. Finally, if the Department had a problem with the Shire's financial management, it would step in and ask for the Shire to prepare a recovery plan for the Executive Director's consideration and then be required to undertake the plan, reporting back to the Department on a regular basis. This has not happened to the Shire at this point in time.

#### My Council Website

MyCouncil is an initiative of the State Government to strengthen local government accountability and performance. MyCouncil is a place where the public can find out how local governments are raising, spending and managing their money. The web address is here:

<https://mycouncil.wa.gov.au>

The Financial Health Indicator (FHI) used on the website, is a measurement of a local government's overall financial health. It is calculated from the seven financial ratios that local governments are required to calculate annually. An FHI result of 70 and above indicates sound financial health.

| Financial Year | This council | State Average Score | Regional Average Score | Metro Average Score |
|----------------|--------------|---------------------|------------------------|---------------------|
| 2012/2013      | 67           | 72                  | 71                     | 77                  |
| 2013/2014      | 64           | 62                  | 58                     | 77                  |
| 2014/2015      | 75           | 76                  | 75                     | 81                  |
| 2015/2016      | 67           | 60                  | 56                     | 76                  |
| 2016/2017      | 75           | 74                  | 73                     | 78                  |
| 2017/2018      | 57           | 66                  | 65                     | 72                  |
| 2018/2019      | 38           | 66                  | 64                     | 75                  |

### The Shire of Victoria Plains Financial Health Indicator 2012/2013 – 2018/2019

A key impact on the Shire's financial health was addressed to the Audit Committee and the Council in April 2020 (OCM Item 8.5) regarding the Shire's Operating Surplus Ratio. The report states the following:

A key indicator of a local government's financial performance is measure by the 'Operating Surplus Ratio'. If a local government consistently achieves a positive operating surplus ratio and has soundly based long term financial plans showing that it can continue to do so in the future, having regard to asset management and the community's service level needs, then it is considered financially sustainable.

A positive ratio indicates the percentage of total own source revenue available to help fund proposal capital expenditure, transfer to cash reserves or to reduce debt.

A negative ratio indicates the percentage increase in total own source revenue (principally rates) that would have been required to achieve a break-even operating result.

The following table presents the financial ratios for the Shire against DLGSCI benchmarks for the past five years:

|                                   | Standard | 2019   | 2018   | 2017   | 2016   | 2015   | 5 Year Average |
|-----------------------------------|----------|--------|--------|--------|--------|--------|----------------|
| Current ratio                     | ≥ 1.00   | 0.99   | 1.26   | 1.67   | 1.85   | 3.14   | 1.78           |
| Asset consumption ratio           | ≥ 0.50   | 0.72   | 0.68   | 0.97   | 0.98   | 1.00   | 0.87           |
| Asset renewal funding ratio       | ≥ 0.75   | 1.12   | 0.84   | 0.94   | 1.03   | 0.90   | 0.97           |
| Asset sustainability ratio        | ≥ 0.90   | 0.86   | 0.71   | 1.25   | 0.80   | 1.49   | 1.02           |
| Debt service cover ratio          | ≥ 2.00   | (8.54) | 2.90   | 13.92  | 4.48   | 16.53  | 5.86           |
| Operating surplus ratio           | ≥ 0.01   | (1.60) | (0.60) | (0.32) | (0.86) | (0.11) | (0.70)         |
| Own source revenue coverage ratio | ≥ 0.40   | 0.34   | 0.50   | 0.51   | 0.46   | 0.57   | 0.48           |

The DLGSCI considers a "basic" standard to be between 1% and 15% and an "advanced" standard with a measure of over 15%.

### Implication

If a Local Government runs ongoing under-lying operating deficits, it needs to recognise longer-term implications. Not addressing ongoing deficits is likely to mean that future Councils will struggle to be able to accommodate asset renewal needs and that service levels will decline over time. It is acknowledged that a trending reduction in the operating deficit is necessary for improved sustainable financial health of the Shire.

### Improvements to the Operating Surplus Ratio

Historically, the Shire has had no robust integrated financial planning framework that incorporates sustainable 'own source' funded long term asset management plans.

The Shire is transitioning towards improved long-term financial sustainability and Council adopted a Strategic Resource Plan (SRP) at the 12 August 2019 Special Council Meeting as part of this process. Within the SRP, the planned increases to Rates and Fees and Charges will improve the Own Source Revenue Ratio over the course of the Plan.

The SRP forecasts rate revenue along with fees and charges to increase by 7.0% (CPI 2.0% + 5%) from year 1 to year 5 of the Plan, with a 3.0% increase (CPI 2.0% + 1%) for the remaining term of the Plan. These increases are to assist in the long-term financial stability of the Shire and to maintain the level of services to the community.

The forecast increases in rate revenue and fees and charges result in an improvement to the Operating Surplus ratio from (0.66%) in 2020 to (0.31%) in 2034.

Whilst it is acknowledged that the forecast Operating Surplus ratio remains below the DLGSCI benchmark, it is a significant improvement from the 2019 ratio of (1.60).

It was also acknowledged that the pandemic will have an impact for 2020/2021 and the years to come if the Shire does not take this into account and also limit the impact on its income stream,

### **Community Engagement Policy - Workshops and Other Forms of Engagement**

As confirmed in the background to this agenda item, Ms Byrne-O Neil comments that the Minister confirmed the electors' forum is not possible, but there are, perhaps, some avenues such as workshops to keep the community:

- Involved with fiscal checks and balances; and
- Encouraged regarding interaction of local issues in our society.

It would appear that the Minister did state in his correspondence the Shire has a range of mechanisms at its disposal which includes consulting through community workshops (in-person and electronic) or other appropriate engagement strategies and he went on to say that the methods of engagement are set out on the Shire's website.

### **Community Engagement**

As advised during the briefing sessions at Council, a community engagement policy is required under the Integrated Planning and Reporting Guidelines. In agenda item 8.5 to Council at the August 2020 OCM regarding the COVID-19 Framework Update, it was acknowledged that the pandemic has made it difficult to undertake the development of the Community Engagement Policy. Development of the policy/strategy is a key requirement under the Corporate Business Plan (Action 5.1.1) and the CEO's KPIs for 2020/2021. Ideally, as per previous advice, the development of such a policy should be conducted with the community, council and the CEO and Staff.

Most local governments develop a community engagement policy based on the key principles found in the International Spectrum of Public Participation or IAP2 (IAP2, 2020) as follows:

## IAP2 Spectrum of Public Participation

plans around the world. n process. The Spectrum is used internationally, and it is found in public participation

| INCREASING IMPACT ON THE DECISION |  |  |   |   |  |
|-----------------------------------|--|--|---|---|--|
|                                   | <b>INFORM</b>  | <b>CONSULT</b>   | <b>INVOLVE</b>  | <b>COLLABORATE</b>  | <b>EMPOWER</b>   |
| <b>PUBLIC PARTICIPATION GOAL</b>  | To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions. | To obtain public feedback on analysis, alternatives and/or decisions.  | To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.  | To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.                     | To place final decision making in the hands of the public. |
| <b>PROMISE TO THE PUBLIC</b>      | We will keep you informed.   | We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. | We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision. | We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible. | We will implement what you decide.                         |

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### The IAP2 Engagement Spectrum

The IAP2 spectrum is a very powerful framework. Examples of its use include:

- Statutory Feedback:** The Inform and Consult levels are applicable.
- Development of SCP:** The Involve level, and ideally the Collaborative level is applicable.
- Managing Facilities:** The empowerment level is applicable. This is the end game for local government, ideally. However, in Western Australia, local governments in general are a long way from this. Good examples where this happens is in New Zealand where there are community groups that manage parks, beaches and the like.

| Example Tools   |                 |               |                     |   |
|-----------------|-----------------|---------------|---------------------|---|
| INFORM          | CONSULT         | INVOLVE       | COLLABORATE         | EMPOWER   |
| Newsletters     | Public comment  | Workshops     | Advisory Committees | Referenda   |
| Displays        | Focus Groups    | Polls         | Reference Groups    | Decisions delegated to committees with community membership |
| Letters         | Surveys         | Mailing lists |                     |   |
| Pamphlets       | Public meetings |               |                     |   |
| Web sites       |                 |               |                     |   |
| Local newspaper |                 |               |                     |   |

**The IAP2 Spectrum with examples of tools applicable at each level**

In the absence of a policy, based on the international standards, it can be seen that under the standards, workshops are used at the involve level of engagement and are often used at the collaborative level (consensus building).

The Shire actively uses the inform level through producing fact sheets (e.g. Updates on the pandemic), and updates on the Shire website and Facebook page. Further to this the Shire also posts the Council meeting Agendas and Minutes (as required by law) that contain all the information regarding the Shire’s financial data on a rolling basis throughout the year. Normally, people can attend council meetings, however, this is not the case during the State of Emergency. However, it is possible for a deputation of two or three people to present issues to Council. Council meetings are now recorded and posted as soon as possible after council meetings.

The Shire does use the consult level. It has done this regularly regarding the Shire’s annual survey and through the recent omnibus town planning amendments (in accordance with the legislation). Public meetings have been held in the past. An example was a meeting to inform the community regarding rate rises and the like. As we know, such meetings are subject to the Phase 4 restrictions under the State of Emergency at this point in time.

The Shire uses the involve level when developing the Strategic Community Plan. With the current SCP, workshops were held regarding the community’s input so that Council could make the best informed decision it could. Ideally, over time, the Shire would reach the collaboration level regarding the review and development of future SCPs.

Under the Local Government Act, the community is involved in the fiscal checks and balances through:

- Participating in local government elections to elect councillors who have an oversight role regarding the fiscal checks and balances;
- Community members with the appropriate background sit on the Shire’s Audit Committee;

- They have access to the monthly financial statements, the budget, the budget review, the annual report and other applicable financial management reports. In normal times there is also there are elector's meetings;
- The ability to ask public questions in writing to a Council meeting. In normal times they could also attend;
- They can speak to an elected member and ask appropriate questions, ideally discuss or ask questions of the CEO or other relevant officer regarding the Shire's financial statements.

From an inform perspective, the Shire could provide further information to the public if it new specifically the questions that required an answer. To this extent, perhaps an option is to provide an interactive information session on-line.

In terms of a mechanism for interaction regarding local issues, elected members are available to discuss issues with members of the community, providing it is within their purview. Typically, a councillor may seek feedback on a concept for development may impact on members of the community in its initial stages. If asked questions of an operational nature, they must be referred to the CEO. Elected members cannot lobby on behalf of a community member or group, nor can they make promises regarding a course of action. The community under the State of Emergency arrangements can make a deputation to Council consisting of two to three people to advise of local issues that are impacting.

### **Audit Committee**

Under the Local Government Act, local governments are required to have in place an Audit Committee. The Audit Committee' role is extensive and plays a key role in the Shire's financial checks and balances as can be seen throughout this agenda item.

At the Shire of Victoria Plains, it has two external members i.e. members from the community. This is highly unusual in that, if a local government in Western Australia does have external persons, it is generally only one.

The CEO and officers of the Shire cannot be members of the Audit Committee, but they still have an advisory function,

This is a key mechanism that involves the community directly regarding the necessary checks and balances that the Shire has in place. This is in effect, the collaborative level of engagement through the Audit Committee being both an advisory committee to Council and performing a regulatory function that also includes assisting and advising the CEO.

### **Integrated Planning and Reporting**

Each local government is required to have in place under Integrated Planning and Reporting, the following:

- Strategic Community Plan;
- Corporate Business Plan;
- Long Term Financial Plan;
- Asset Management Plan;
- Workforce Plan.

The Shire does have each of these plans in place. The Long Term Financial Plan and the Asset Management Plan form the Shire's Strategic Resourcing Plan.

### **Updates on the Corporate Business Plan**

Most local governments include non-financial progress reporting on a monthly basis (the Corporate Business Plan), which is consistent with good practice. As a minimum, the report on the progress of the Corporate Business Plan (CBP) should be undertaken on a quarterly basis. From July this year, Council now receives a quarterly update on the CBP. The next update is due in October regarding the September quarter.

The Shire is also required to review the Corporate Business Plan annually and either modify it or continue with its implementation over its four year cycle. The Shire is currently I Year Two of the current CBP.

### **The Annual Report**

The Shire's Annual Report is a key formal reporting mechanism regarding changes to either the Strategic Community Plan or Corporate Business Plan. To this end, the Annual Report is required to outline progress towards the achievement of four-yearly Council priorities as established through the Corporate Business Plan (Intermediate Standard) plus progress towards the achievement of community outcomes established through the Strategic Community Plan (Advanced Standard).

The expectation is that the measures to be included in the Annual Report should ideally be identified in the Corporate Business Plan and Strategic Community Plan. A summary is adequate rather than the detail for every measure. Critical elements such as the delivery of key projects and successful implementation of service level changes are considered to be useful inclusions.

From 2019/2020, the Annual Report now contains the complete information required to inform the community regarding the financial year in question and matters expected to be achieved by the Shire for the next 12 months. It is unfortunate that the Minister's Order regarding Annual Elector's Meetings prohibits such meetings at this point in time. The Review of the Local Government Act has proposed that these types of community meetings in future are more flexible (as explained in item 8.5 at the August 2020 OCM).

The Community can access the quarterly CBP report each quarter as set out in the Council Meeting Agenda. The Agenda is published on the Shire's website each month and can be either viewed or downloaded. A hard copy available in the Shire's libraries, which community members can also request.

Each of these plans are on the Shire's website. Members of the Community can either access these on line or download them.

### **Compliance Calendar**

The CEO implemented in August 2020 a compliance calendar as advised at the August briefing session. The calendar will assist the Shire track and meet its compliance obligations going forward (Attachment 2), many of which are set out in the section on



checks and balances. As can be seen, the calendar is extensive, and a substantial level of resources are required to make sure that the Shire meets its statutory obligations.

### **Conclusion**

The purpose of today's agenda item is to demonstrate to both Council and the Community, that the Shire is meeting its obligation to keep the District informed regarding the myriad of checks and balances it performs and in terms of the local issues.

When taking into account the checks and balances and the involvement of the community as required and the ability to understand local issues, it is far from conclusive that there is a substantiated divide between Governance and the Community. Ms Byrne O'Neill needed to address this matter with the CEO in the first instance. Also, the Minister's response is puzzling to an extent as he did not substantiate the issues raised by Ms Byrne O'Neill with the CEO.

It can be seen from today's report that the Council, the Audit Committee and the CEO have extensive roles and responsibilities regarding the Shire's checks and balances. In particular, the CEO is required to spend much of her time ensuring that the checks and balances occur and the appropriate reports regarding these mechanisms are made available and acted on. The current review of the Local Government Act is intended to lighten this burden, but it is the author's view at this point, it would appear not to be the case going forward.

It is unfortunate that the pandemic is in the way of some of the engagement mechanisms that are normally at the Shire's disposal at this point in time.

The Shire is in the process of developing a community engagement policy. Ideally, this needs the community's input in its development. The person engaged to undertake this task will need to look at the best way to engage the community in its development against the back of the State of Emergency.

On the matter of keeping abreast of the community's concerns regarding local issues, community members can talk to councillors and the CEO regarding various matters. It can make a limited deputation to Council under the current State of Emergency and submit questions in writing to public question time. The community now has access to video recordings of council meetings.

On the issue of the public participating in the fiscal checks and balances it already does this through:

- Community members being on the Audit Committee;
- Information that is available each month and at key times through the year regarding the Shire's finances;
- Raising questions of the CEO and Elected Members.

If Ms Byrne O'Neill is seeking specific information regarding the Shire's finances, she needs to address her enquiry to the CEO. The CEO is then in a position to explore with Ms Byrne O'Neill the most appropriate way to address the questions: whether this is through meeting with her and other community members in an environment that can

accommodate the State of Emergency requirements or through, perhaps an on-line video conferencing process, or an appropriate sized deputation to Council, if appropriate.

**CONSULTATION**

CEO  
OCM  
Shire President

**STATUTORY CONTEXT**

As mentioned throughout today’s report.

**CORPORATE CONTEXT**

**Strategic Community Plan**

**Civic Leadership** *to better allocate scarce resources and effectively interact with the community*

|     |  |  |
|-----|--|--|
| 5.1 | Implement measures to improve relationship and communication between Council and community | <ul style="list-style-type: none"> <li>Implementation of initiatives to better connect Council with the community and associated matters.</li> </ul> |
| 5.2 | Improve elected member performance   |  |
| 5.3 | Develop an advocacy and lobbying capacity  |  |
| 5.4 | Measures to improve organisational efficiency  |  |

**Risk Management (Risk Governance Framework)**

| Consequence:   | Likelihood:                                       | Risk      | Risk Acceptance                | Outcome   |
|--|---|-----------|--------------------------------|---|
| <b>Reputation</b>  | <b>Almost Certain</b>                             |           |                                |   |
| <b>Moderate (3)</b><br>Substantiated, public embarrassment, moderate impact on community trust or moderate media profile | Event expected to occur in most circumstances (5) | High (15) | CEO and Senior Management Team | <p>B The controls to address this issue are adequate.</p> <p>By the CEO engaging with Ms Anne-Marie Byrne-O Neil, and vice-versa, there is an opportunity for the issues raised to be addressed appropriately.</p> <p>Today’s agenda item demonstrates that the Shire is undertaking what it needs to do as best it can regarding fiscal measures and</p> |

|  |  |  |  |   |
|--|--|--|--|---|
|  |  |  |  | <p>dealing with local issues with the very limited resources that it has.</p> <p>In essence, if the above is followed then the matter becomes medium-low risk</p> |
|--|--|--|--|---|

The risk analysis is based on what could happen if matters regarding reputation are not addressed. At this point, matters are unsubstantiated.

### FINANCIAL IMPLICATIONS

Nil

### VOTING REQUIREMENTS

Absolute majority required: No

|                        |
|------------------------|
| Officer Recommendation |
|------------------------|

That Council is satisfied for the CEO to respond to Ms Anne-Marie Byrne-O Neil as follows:

1. Thank her for her correspondence to the Shire of Victoria Plains seeking some avenues such as workshops to keep the community:
  - a. Involved with fiscal checks and balances; and
  - b. Interaction of local issues in our society.
2. The letter in Point 1 is to have attached, a copy of minutes regarding Item 8.4; and
3. The CEO will be in contact with Ms Anne-Marie Byrne-O'Neill to:
  - a. See if there is an appropriate mechanism to address the matters raised.
  - b. Ensure the mechanisms outlined in Point 4a must be in accordance with the State of Emergency requirements.

|                                   |
|-----------------------------------|
| <b>2009-05 Council Resolution</b> |
|-----------------------------------|

**Moved: Cr D Lovelock**

**Seconded: Cr N Clarke**

That Council is satisfied for the CEO to respond to Ms Anne-Marie Byrne-O Neill as follows:

1. Thank her for her correspondence to the Shire of Victoria Plains seeking some avenues such as workshops to keep the community:
  - a. Involved with fiscal checks and balances; and
  - b. Interaction of local issues in our society.
2. The letter in Point 1 is to have attached, a copy of minutes regarding Item 8.4; and
3. The CEO will be in contact with Ms Anne-Marie Byrne-O'Neill to:
  - a. See if there is an appropriate mechanism to address the matters raised.

- b. Ensure the mechanisms outlined in Point 3a must be in accordance with the State of Emergency requirements.

**CARRIED For 4 / Against 2**

*Reason for Variation*

The Officer's Recommendation was amended to correct a typographical error in Point 3(b), which referred to Point "4a" which should read "3a".

## 8.5 Proposed Road Closure – Portion of Great Northern Highway abutting Crown Reserve 7615 being the Seven Mile Well Nature Reserve

|                                       |  |   |
|---------------------------------------|--|---|
| <b>File reference</b>                 | GNH  |   |
| <b>Report date</b>                    | 15 September 2020  |   |
| <b>Applicant/Proponent</b>            | Main Roads WA & Department of Planning, Lands & Heritage |   |
| <b>Officer disclosure of interest</b> | Nil  |   |
| <b>Previous meeting references</b>    | Council Resolution No.82/2014 on 18 June 2014            |   |
| <b>Prepared by</b>                    | Mr Joe Douglas – Town Planning Consultant                |   |
| <b>Authorised by</b>                  | Ms Glenda Teede - CEO                                    |   |
| <b>Attachments</b>                    |  |   |
| Attachment 1                          | Page 67  | Road closure proposal as advertised in May 2020 |

### PURPOSE

This report:

- i) provides details of the outcomes from public advertising of a proposal to permanently close a 3,881m<sup>2</sup> portion of Great Northern Highway in the locality of Yarawindah to allow the land to be amalgamated with Crown Reserve 7615 (i.e. the Seven Mile Well Nature Reserve) located immediately west; and
- ii) recommends that Council resolve to request the Hon. Minister for Lands' approval to the proposed road closure in accordance with the details shown on the plans provided in Attachment 1 of this report to allow the land comprising the relevant portion of Great Northern Highway, Yarawindah to be amalgamated with Crown Reserve 7615.

### BACKGROUND & COMMENT

In September 2008 Council resolved to dedicate portions of various landholdings within its municipal district as a public road to help formalise various upgrades to Great Northern Highway from Bindoon to New Norcia by Main Roads WA.

In June 2014 Council resolved, pursuant to a further request from Main Roads WA, to permanently close a 3,881m<sup>2</sup> portion of Great Northern Highway in the locality of Yarawindah to allow this portion of the road reserve area to be amalgamated with Crown Reserve 7615 (i.e. the Seven Mile Well Nature Reserve) located immediately west. It is understood Council's original resolution in September 2008 did not account for the proposed road closure which formed part of the Great Northern Highway upgrade project undertaken by Main Roads WA.

The Lands Division of the Department of Planning, Lands and Heritage contacted the Shire in late 2019 advising it has no record of the Shire having advertised the proposed road closure in accordance with the specific requirements of section 58 of the Land Administration Act 1997 and the associated regulations to give meaning and effect to its original resolution in September 2008.

In response to the advice received from the Lands Division of the Department of Planning, Lands and Heritage, the Shire advertised the road closure proposal for public comment for the minimum required period of thirty five (35) days commencing on 13 May 2020 and concluding on 17 June 2020. The advertising process included publication of notices in the West Australian Newspaper, the Shire's website and newsletter, correspondence to all relevant government agencies and display of the relevant documentation and plans at the Shire's administration centre and on its website.

At the conclusion of public advertising a total of three (3) submissions had been received by the Shire, all of which were from government agencies (i.e. the Department of Water & Environmental Regulation, Water Corporation and Western Power). It is significant to note none of these agencies raised any concerns with or objections to the proposed road closure.

Given the outcomes from public advertising and the fact no objections were received, it is recommended Council now resolve to request the Hon. Minister for Lands' approval to the proposed road closure in accordance with the details shown on the plans provided in Attachment 1 of this report to allow the land comprising the relevant portion of Great Northern Highway in Yarawindah to be amalgamated with Crown Reserve 7615.

It is understood from discussion with Main Roads WA and the Lands Division of the Department of Planning, Lands and Heritage that following receipt of Council's formal request in this matter, arrangements will be made by those agencies to finalise the proposed road closure with no further action required by the Shire.

## **CONSULTATION**

The road closure proposal was advertised for public comment by the Shire Administration for the minimum period of thirty-five (35) days in accordance with the specific requirements of the *Land Administration Act 1997* and *Land Administration Regulations 1998*, the outcomes from which are outlined above.

## **STATUTORY CONTEXT**

- Land Administration Act 1997
- Land Administration Regulations 1998

## **CORPORATE CONTEXT**

Nil

## **FINANCIAL IMPLICATIONS**

It is understood Main Roads WA has agreed to meet all costs incurred by the Shire to progress the project. A tax invoice will be sent to Main Roads WA in due course to recover all costs incurred by the Shire.

## **VOTING REQUIREMENTS**

Absolute majority required: No

The Shire President adjourned the meeting at 3.15pm.

The Community Emergency Services Manager withdrew from the Meeting at 3.16pm, re-joining the meeting at 3.17pm.

The Shire Planner joined the meeting via Teams Meeting Video Conference at 3.17pm.

The Shire President declared the meeting open at 3.17pm, at which time the Meeting Recording resumed.

|  |
|--|
| <b>2009-06 Officer Recommendation / Council Resolution</b> |
|--|

**Moved: Cr D Lovelock**

**Seconded: Cr J King**

That Council **RESOLVE** to:

- i) Acknowledge the outcomes from public advertising of the proposal to permanently close a 3,881m<sup>2</sup> portion of Great Northern Highway in the locality of Yarawindah and the fact no objections were received; and
- ii) Request the Hon. Minister for Lands' approval to permanently close the relevant portion of Great Northern Highway, Yarawindah in accordance with the details shown on the plans provided in Attachment 1 of this report to allow the land to be amalgamated with Crown Reserve 7615 located immediately west.

**CARRIED BY UNANIMOUS DECISION OF COUNCIL**

*Cr D Lovelock having declared a proximity interest in this item due to “owner of adjoining land” withdrew from the meeting at 3.20pm.*

## 8.6 Proposed Road Dedication – Great Northern Highway Bindoon Bypass

|                                       |   |   |
|---------------------------------------|---|---|
| <b>File reference</b>                 | GNH                                       |   |
| <b>Report date</b>                    | 16 September 2020                         |   |
| <b>Applicant/Proponent</b>            | Main Roads WA                             |   |
| <b>Officer disclosure of interest</b> | Nil                                       |   |
| <b>Previous meeting references</b>    | Nil                                       |   |
| <b>Prepared by</b>                    | Mr Joe Douglas – Town Planning Consultant |   |
| <b>Authorised by</b>                  | Ms Glenda Teede - CEO                     |   |
| <b>Attachments</b>                    |   |   |
| Attachment 1                          | Page 74                                   | Correspondence & Plans from Main Roads WA |

### PURPOSE

This report:

- iii) provides details of a request received from Main Roads WA for Council to dedicate portions of various landholdings along Great Northern Highway in the Shire of Victoria Plains as a public road to help progress the Great Northern Highway Bindoon Bypass project; and
- iv) recommends that Council resolve to dedicate the land required to accommodate the project as a public road pursuant to section 56 of the Land Administration Act 1997.

### BACKGROUND & COMMENT

Following a presentation to Council in May 2020, Main Roads WA has now written to the Shire seeking Council's assistance to progress the Great Northern Highway Bindoon Bypass project.

It is understood from the information provided that Main Roads WA has approached all relevant landowners and other affected parties and is now finalising arrangements to acquire the land required to accommodate the project.

A total of twelve (12) landholdings within the Shire are directly affected by Main Roads WA proposal, the specific details of which are provided in a series of Land Dealing Plans prepared by that agency (see Attachment 1).

Main Roads WA has requested that Council resolve, pursuant to section 56 of the Land Administration Act 1997, to dedicate the relevant portions of the twelve (12) landholdings as a public road.

In considering Main Roads WA request in this matter Council should note the following key points:

- i) All tasks and costs involved in progressing the proposed road dedication will be managed and coordinated by Main Roads WA;



- ii) There is no requirement to advertise or undergo a formal public consultation process to progress the proposed road dedication. In this case, the only requirement is for a Council resolution pursuant to section 56 of the Land Administration Act 1997;
- iii) Main Roads WA will be responsible for the compensation liability arising from the acquisition of the land and interests required to provide for the proposed road dedication. It is understood the Commissioner of Main Roads has provided the Lands Division of the Department of Planning, Lands and Heritage with a blanket indemnity for all land acquisitions and road dedications by Main Roads WA. As such the Shire is not obliged or required to indemnify the Minister for Lands against any costs or claims for compensation arising from the road dedication proposal;
- iv) Main Roads WA has agreed to pay \$750 excluding GST to cover the Shire's costs to deal with this road dedication request;
- v) All of the land proposed to be dedicated as a public road has been predominantly cleared and is currently being used for broadacre agricultural purposes (i.e. cropping & grazing). It is noted some minor vegetation clearing works will be required to accommodate the proposed new road works subject to the necessary clearing permit approval from the Department of Water and Environmental Regulation; and
- vi) The subject landholdings are all classified 'Rural' zone in the Shire of Victoria Plains Local Planning Scheme No.5 (LPS5). It is expected those portions of the land to be acquired and dedicated as a public road will be reclassified 'Primary Distributor Road' reserve in LPS5 as part of the proposed Omnibus Amendment which is consistent with the reserve classification proposed to be assigned to that portion of Great Northern Highway within the Shire's municipal district.

In light of the above information and the significant benefits the project could be expected to have, it is recommended Council resolve to dedicate the land required to accommodate the project as a public road pursuant to section 56 of the Land Administration Act 1997.

### **CONSULTATION**

Not required. The proposal was however subject to further discussion with Main Roads WA to clarify the Shire's role, responsibilities and potential financial obligations.

### **STATUTORY CONTEXT**

- Land Administration Act 1997
- Land Administration Regulations 1998

### **CORPORATE CONTEXT**

Nil

### **FINANCIAL IMPLICATIONS**

Nil. Main Roads WA has agreed to meet all costs incurred by the Shire to help progress the project. A tax invoice for the sum of \$750.00 excluding GST will be sent to Main Roads WA in due course to recover all costs incurred by the Shire.

### **VOTING REQUIREMENTS**

Absolute majority required: No

|   |
|---|
| <b>2009-07    Officer Recommendation / Council Resolution</b> |
|---|

**Moved Cr N Clarke**

**Seconded Cr J King**

That Council **RESOLVE** to dedicate the land the subject of Main Roads WA Land Dealing Plans 1560-089-2, 1760-211-1, 1760-212-1 and 1760-213 to 1760-215 (inclusive) as a road pursuant to section 56 of the Land Administration Act 1997.

**CARRIED BY UNANIMOUS DECISION OF COUNCIL**

*The Shire Planner withdrew from the meeting via Microsoft Teams Video Conference at 3.21pm and did not return.*

*Cr D Lovelock re-joined the meeting at 3.22pm.*

**8.7 Budget Amendment – Vehicle Trade-Ins**

|                                       |                          |
|---------------------------------------|--------------------------|
| <b>File reference</b>                 |                          |
| <b>Report date</b>                    | 17 September 2020        |
| <b>Applicant/proponent</b>            | Shire of Victoria Plains |
| <b>Officer disclosure of interest</b> | Nil                      |
| <b>Previous meeting references</b>    | Nil                      |
| <b>Prepared by</b>                    | RSM – Travis Bate        |
| <b>Authorised by</b>                  | Glenda Teede             |
| <b>Attachments</b>                    |                          |
| N/A                                   | Page                     |

**PURPOSE**

Budget amendment for higher than budgeted purchase price for motor vehicles.

**BACKGROUND**

The Statutory Budget for the Year Ended 30 June 2021 included replacement of the CEO and Works Managers Vehicles as follows:

**Budget**

|                        | <b>Prado</b>     | <b>Hilux # 1</b> | <b>Total</b>      |
|------------------------|------------------|------------------|-------------------|
| Purchase               | 71,600.00        | 41,400.00        | <b>113,000.00</b> |
| Trade-in               | 35,900.00        | 12,300.00        | <b>48,200.00</b>  |
| <b>Net Change Over</b> | <b>35,700.00</b> | <b>29,100.00</b> | <b>64,800.00</b>  |

Subsequent to the budget adoption, quotes were sought for the changeover of these vehicles. The preferred quotes are summarised below:

**1 September 2020 Quotes**

|                           | <b>Prado</b>     | <b>Hilux # 1</b> | <b>Total</b>      |
|---------------------------|------------------|------------------|-------------------|
| Purchase                  | 74,120.27        | 46,819.00        | <b>120,939.27</b> |
| Sale                      | 35,909.09        | 12,272.73        | <b>48,181.82</b>  |
| <b>Net Change Over</b>    | <b>38,211.18</b> | <b>34,546.27</b> | <b>72,757.45</b>  |
| <b>Variance to Budget</b> | <b>2,511.18</b>  | <b>5,446.27</b>  | <b>7,957.45</b>   |

**COMMENT**

The increased net change over results from new models being released since the budget was adopted. The current vehicles are three years old (Prado) and 4 years old (Mitsubishi ASX LS 2WD Hatch). If the vehicles are not traded, the net change over price is likely to increase in the future as the current vehicles age.

It is proposed to increase the budget for the purchase of these vehicles by \$8,000. This will be funded by reducing the allocation for staff housing maintenance as follows:

| Property             | Original Budget | Adjustment     | Revised Budget |
|----------------------|-----------------|----------------|----------------|
| 7 Harrington Street  | 5,000           | (3,000)        | 2,000          |
| 12 Harrington Street | 5,000           | (4,000)        | 1,000          |
| 15 Lambert Street    | 5,000           | (1,000)        | 4,000          |
|                      | <b>15,000</b>   | <b>(8,000)</b> | <b>7,000</b>   |

The above properties had significant repairs and maintenance work undertaken late in the 2020 financial year and it is not anticipated that the full original budget will be required in the 2021 year. The staff housing maintenance budget will be reviewed at the mid year budget review.

### CONSULTATION

RSM  
CEO

### STATUTORY CONTEXT

Local Government Act 1995 section 6.2, Financial Management Regulations 33A and Local Government (Functions and General) Regulations section 11(2)

### CORPORATE CONTEXT

None

### FINANCIAL IMPLICATIONS

Nil – the increased expenditure on Vehicles will be offset by reduced expenditure on staff housing (building) and surrounds maintenance.

### VOTING REQUIREMENTS

Absolute Majority Required: Yes

|  |
|--|
| <b>2009-08 Officer Recommendation / Council Resolution</b> |
|--|

**Moved: Cr D Lovelock**

**Seconded: Cr N Clarke**

That Council:

1. Increase the budget for account 40026 Purchase of Plant and Equipment by \$8,000
2. Decrease the budget for account 20901 Staff Housing Bldg and Surrounds Mtce by \$8,000, allocated to the below jobs:
  - a. H007 7 Harrington Street \$3,000
  - b. H002 12 Harrington Street \$4,000
  - c. H004 15 Lambert Street \$1,000

**CARRIED For 4 / Against 2**

*Cr S Penn and Cr J Kelly requested to have their names recorded as voting against the motion.*

**9. MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN**

Nil

**10. NEW BUSINESS OF AN URGENT NATURE REQUIRING DECISION**

*Admitted by resolution of Council*

Nil

**11. MEETING CLOSED TO PUBLIC – CONFIDENTIAL ITEMS**

**11.1 Matters for Which the Meeting May Be Closed**

---

N/A

**12. CLOSURE OF MEETING**

There being no further business, the Presiding Member declared the meeting closed at 3.44 pm.

---

**CERTIFICATION**

These minutes were confirmed at the Ordinary Council Meeting held on \_\_\_\_\_  
2020.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
(Presiding member at the meeting which confirmed the minutes)

**Council Minutes are unconfirmed until they have been adopted at the following meeting of Council.**