



Agenda

Special Council Meeting

12 August 2019

Shire of Victoria Plains
Council Chambers, Calingiri

Commencing – 2.30 pm

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.

Recording of Meeting

Members of the public are advised that meetings of Council are audio recorded to assist with ensuring an accurate record of the meeting is provided for the formal minutes of the meeting. In terms of the Privacy Act 1998 this may involve the recording of personal information provided at the meeting. The provision of any information that is recorded is voluntary, however if any person does not wish to be recorded they should not address or request to address the meeting. By remaining in this meeting, you consent to the recording of the meeting.

You are not permitted to record this meeting with any recording device, unless you have the express authorisation of the Council of the Shire of Victoria Plains.

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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Agenda

Ordinary Meeting of the Victoria Plains Shire Council

To be held in the Calingiri Shire Chambers,
on 12 August 2019 commencing at 2.30 pm.

1. DECLARATION OF OPENING

1.1 Opening

1.2 Announcements by presiding member

1.3 Announcement of visitors and presentations

2. RECORD OF ATTENDANCE

Members present

Staff attending

Apologies

Approved leave of absence Nil

Visitors

Members of the public

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

| Type | Item | Person / Details |
|------|------|------------------|
|------|------|------------------|

3.1 Financial

3.2 Proximity

3.3 Impartiality

4. PUBLIC QUESTION TIME*Refer – Local Government Act, Regulations, Local Law and Submission Form & Guidelines circulated.**Public Question Time commenced at _____ pm.**Public Question Time was opened to the floor at _____ pm.***4.2 Public questions without notice**

*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).**Public question time closed at _____ pm***5. PRESENTATIONS AND DEPUTATIONS****5.1 Presentations**

Nil**5.2 Deputations**

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

7. MINUTES OF MEETINGS

7.1 Confirmation of Council Meeting minutes

N/A

7.2 Receipt of Committee Meeting minutes

N/A

Business arising from Minutes

N/A

8. MEMBERS QUESTIONS WITHOUT NOTICE

9. PRESIDENT AND COUNCILLORS REPORTS

9.1 Councillors

9.2 Briefing Session

N/A

10. REPORTS REQUIRING DECISION**10.1 Strategic Resource Plan**

| | | | |
|--------------------------------|------|---|--|
| File reference | | | |
| Report date | | | 7 August 2019 |
| Applicant/proponent | | | Shire of Victoria Plains |
| Officer disclosure of interest | | | Nil |
| Previous meeting references | | | Nil |
| Prepared by | | | Niel Mitchell, Governance Officer |
| Authorised by | | | Glenda Teede |
| Attachments | | | |
| Attachment 1 | Page | 1 | Strategic Resources Plan 2019-2024 – draft |

PURPOSE

The Strategic Resource Plan (SRP) is a five year planning document and aligns to the Shire of Victoria Plains Strategic Community Plan 2017/18-2027/28, and building on the Workforce Plan, provides informing details for the Corporate Business Plan.

BACKGROUND

The Strategic Resource Plan is a component of the Integrated Planning and Reporting Framework requirements that were introduced in 2013. The intent of the Integrating Planning and Reporting Framework is to ensure improved strategic, financial and asset management planning across Western Australian Local Governments.

The Shire of Victoria Plains Strategic Community Plan was adopted by Council at the Ordinary Meeting held on 28 March 2018.

Rather than separate plans for asset management and long term financial planning, the SRP incorporates both into a single document, since they are closely linked.

Council workshopped the SRP at a workshop on 25 July 2019 with Moore Stephens. Changes to the draft may be required as a result of the discussions at the workshop, and matters coming out of the community meeting held on 5 August 2019.

COMMENT

The Local Government Act 1995 s.5.56 “Planning for the Future” requires a local government to plan for the future of the district and to make plans in accordance with the regulations. These regulations require all local governments in Western Australia to develop and adopt a Strategic Community Plan and a Corporate Business Plan, supported by informing strategies (ie workforce management, asset management and long term financial plans).

These plans drive the development of each local government’s annual budget and through a process of continuous improvement, local governments should be better able to plan for and meet the needs of their communities.

The Integrated Planning and Reporting Framework is designed to ensure more effective delivery of the local government's strategic intentions, and to provide a process to –

- ensure community input is explicitly and reliably generated;
- inform the long-term objectives of the local government with these inputs;
- identify the resourcing required to deliver against the long-term objectives; and
- clearly articulate the long term financial implications and strategies.

There is no specific legislative requirement for a SRP, however, the Administration Regulations require that a Corporate Business Plan integrate matters relating to asset management and long term financial planning.

In order to provide the data necessary for various components and reporting, some aspects of the SRP need to be taken out to a 15 year horizon, although only detailed for the first 5 years.

It therefore is a critical foundation for the CBP and for annual budgets. Accordingly, it is suggested that annual review and update of figures in the various tables be undertaken, in order to ensure that the mandatory annual review of the Corporate Business Plan presents accurate information.

While not a particularly difficult task, it will be time consuming to extract the needed information from statements or budget review documents. The information needed –

- includes financial data
- depreciation figures
- financial ratios etc.

The ideal time for updating the SRP will be April or May each year, and will therefore rely on estimates for the current year. This will in turn allow for the Corporate Business Plan to be reviewed and adopted by Council in May or June prior to Budget considerations, as required by the Regulations.

CONSULTATION

Councillors workshop on 25 July 2019

Glenda Teede – CEO

Russell Barnes, Tanya Browning, Jessica Spark – Moore Stephens

Community meeting on 5 August 2019

STATUTORY CONTEXT

Local Government Act 1995 –

- s.5.56 Planning for the future

Local Government (Administration) Regulations 1996 –

- r.19DA Corporate business plans, requirements for
(3)(c) – asset management and long term financial planning is to be integrated into corporate business planning

CORPORATE CONTEXT

Strategic Community Plan

Workforce Plan

Corporate Business Plan

FINANCIAL IMPLICATIONS

Annual Budget 2019-2020

Some ongoing costs associated with annual review of the Strategic Resource plan are expected. The costs are primarily that of internal (staff) resources and may be able to be managed from within existing budget allocations.

VOTING REQUIREMENTS

Absolute Majority Required: No

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

Moved _____

Seconded _____

That the Strategic Resource Plan 2019-2022 as presented be adopted.

For _____ **/ Against** _____

10.2 Workforce Plan

| | | | |
|--------------------------------|------|----|-----------------------------------|
| File reference | | | |
| Report date | | | 7 August 2019 |
| Applicant/proponent | | | Shire of Victoria Plains |
| Officer disclosure of interest | | | Nil |
| Previous meeting references | | | Nil |
| Prepared by | | | Niel Mitchell, Governance Officer |
| Authorised by | | | |
| Attachments | | | |
| Attachment 1 | Page | 73 | Workforce Plan 2019-2022 – draft |

PURPOSE

The Workforce Plan (WFP) is a four year planning document and aligns to the Shire of Victoria Plains Strategic Community Plan 2017/18-2027/28, and provides informing information for the Strategic Resource Plan and Corporate Business Plan.

BACKGROUND

The Workforce Plan is a component of the Integrated Planning and Reporting Framework requirements that were introduced in 2013. The intent of the Integrating Planning and Reporting Framework is to ensure improved strategic, financial and asset management planning across Western Australian Local Governments.

The Shire of Victoria Plains Strategic Community Plan was adopted by Council at the Ordinary Meeting held on 28 March 2018.

Council workshopped the WFP at a workshop on 25 July 2019 with Moore Stephens. Changes to the draft may be required as a result of the discussions at the workshop, and matters coming out of the community meeting held on 5 August 2019.

COMMENT

The Local Government Act 1995 (LGA) s.5.56 “Planning for the Future” requires a local government to plan for the future of the district and to make plans in accordance with the regulations. These regulations require all local governments in Western Australia to develop and adopt a Strategic Community Plan and a Corporate Business Plan, supported by informing strategies (ie workforce management, asset management and long term financial plans).

These plans drive the development of each local government’s annual budget and through a process of continuous improvement, local governments should be better able to plan for and meet the needs of their communities.

The Integrated Planning and Reporting Framework is designed to ensure more effective delivery of the local government’s strategic intentions, and to provide a process to –

- ensure community input is explicitly and reliably generated;
- inform the long-term objectives of the local government with these inputs;
- identify the resourcing required to deliver against the long-term objectives; and
- clearly articulate the long term financial implications and strategies.

There is no specific legislative requirement for a WFP, however, the Administration Regulations require that the development of a Corporate Business Plan is to integrate matters relating to workforce planning.

CONSULTATION

Councillors workshop on 25 July 2019

Glenda Teede – CEO

Russell Barnes, Tanya Browning, Jessica Spark – Moore Stephens

Community meeting on 5 August 2019

STATUTORY CONTEXT

Local Government Act 1995 –

- s.5.56 Planning for the future

Local Government (Administration) Regulations 1996 –

- r.19DA Corporate business plans, requirements for
(3)(c) – workforce planning is to be integrated into corporate business planning

CORPORATE CONTEXT

Strategic Community Plan

Strategic Resources Plan (asset management & long term financial)

Corporate Business Plan

FINANCIAL IMPLICATIONS

Annual Budget 2019-2020

Minimal ongoing costs associated with review of the Workforce are expected. The costs are primarily that of internal (staff) resources and are managed from within existing budget allocations.

VOTING REQUIREMENTS

Absolute Majority Required: No

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

Moved _____

Seconded _____

That the Workforce Plan 2019-2022 as presented be adopted.

For ____ / Against ____

10.3 Corporate Business Plan

| | | | |
|--------------------------------|------|-----|---|
| File reference | | | |
| Report date | | | 7 August 2019 |
| Applicant/proponent | | | Shire of Victoria Plains |
| Officer disclosure of interest | | | Nil |
| Previous meeting references | | | Nil |
| Prepared by | | | Niel Mitchell, Governance Officer |
| Authorised by | | | Glenda Teede, CEO |
| Attachments | | | |
| Attachment 1 | Page | 100 | Corporate Business Plan 2019-2023 – draft |

PURPOSE

The Corporate Business Plan (CBP) is Council's four year planning document and aligns to the Shire of Victoria Plains Strategic Community Plan 2017/18-2027/28.

BACKGROUND

The Corporate Business Plan is a key component of the Integrated Planning and Reporting Framework requirements that were introduced in 2013. The intent of the Integrating Planning and Reporting Framework is to ensure improved strategic, financial and asset management planning across Western Australian Local Governments.

The Shire of Victoria Plains Strategic Community Plan was adopted by Council at the Ordinary Meeting held on 28 March 2018.

Council workshopped the CBP at a workshop on 25 July 2019 with Moore Stephens. Changes to the draft may be required as a result of the discussions at the workshop, and matters coming out of the community meeting held on 5 August 2019.

COMMENT

The Local Government Act 1995 (LGA) s.5.56 "Planning for the Future" requires a local government to plan for the future of the district and to make plans in accordance with the regulations. These regulations require all local governments in Western Australia to develop and adopt a Strategic Community Plan and a Corporate Business Plan, supported by informing strategies (ie workforce management, asset management and long term financial plans).

These plans drive the development of each local government's annual budget and through a process of continuous improvement, local governments should be better able to plan for and meet the needs of their communities.

The Integrated Planning and Reporting Framework is designed to ensure more effective delivery of the local government's strategic intentions, and to provide a process to –

- ensure community input is explicitly and reliably generated;
- inform the long-term objectives of the local government with these inputs;
- identify the resourcing required to deliver against the long-term objectives; and
- clearly articulate the long term financial implications and strategies.

Annual review of the CBP is required by the Administration Regulations. This is not required to be a full review or re-development of the CBP, but should take into account updating –

- the financial information in the Forecast Statement of Funding
- the financial information in the Capital Program
- the Service Delivery targets

To accurately update the financials will require annual update of the Strategic Resource Plan.

CONSULTATION

Councillors workshop on 25 July 2019

Glenda Teede – CEO

Russell Barnes, Tanya Browning, Jessica Spark – Moore Stephens

Community meeting on 5 August 2019

STATUTORY CONTEXT

Local Government Act 1995 –

- s.5.56 Planning for the future

Local Government (Administration) Regulations 1996 –

r.19DA Corporate business plans, requirements for

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

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

CORPORATE CONTEXT

Strategic Community Plan

Workforce Plan

Strategic Resources Plan (asset management & long term financial)

FINANCIAL IMPLICATIONS

Annual Budget 2019-2020

There are ongoing costs associated with the annual review of the Corporate Business Plan and reporting on the performance as required. Although the costs are expected to be primarily that of internal (staff) resources and managed from within existing budget allocations, external assistance may be necessary.

VOTING REQUIREMENTS

Absolute Majority Required: Yes

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

Moved _____

Seconded _____

That the Corporate Business Plan 2019-2023 as presented be adopted.

For ____ **/ Against** ____

10.4 2019/2020 ANNUAL BUDGET ADOPTION

| | | | | |
|---------------------------------------|------|------------------------|------------------------------------|---------------------------------------|
| File reference | | | | |
| Report date | | | | 8 August 2019 |
| Applicant/proponent | | | | None |
| Officer disclosure of interest | | | | None |
| Previous meeting references | | | | None |
| Prepared by | | | | Bob Waddell, Financial Consultant |
| Authorised by | | | | Glenda Teede, Chief Executive Officer |
| Attachments | | | | |
| Attachment 1 | Page | (a) - 112 | 2019/2020 Draft Statutory Budget | |
| Attachment 2 | Page | (b) - 139 (c) - 145 | 2019/2020 Draft Budget Attachments | |

PURPOSE

To consider and adopt the Municipal Fund Budget for the 2019/2020 financial year together with supporting schedules, including imposition of rates and minimum payments, adoption of fees and charges, setting of elected members fees for the year and other consequential matters arising from the budget papers.

BACKGROUND

The 2019/2020 Annual Statutory Budget and supporting schedules have been prepared on principles contained in the Strategic Resource Plan, the Corporate Business Plan, the 2019/2020 Draft Annual Budget presentation and budget discussions at the Budget Workshops held on Wednesday 29 May 2019, Wednesday 26 June 2019, Wednesday 31 July 2019 and Wednesday 7 August 2019.

COMMENT

The draft 2019/2020 budget continues to deliver on other strategies adopted by the council and maintains a high level of service across all programs while ensuring an increased focus on road and associated infrastructure as well as on renewing all assets at sustainable levels.

DETAILS

The budget has been prepared to include information required by the *Local Government Act 1995*, *Local Government (Financial Management) Regulations 1996* and *Australian Accounting Standards*. The Main features of the budget include:

- The 2019/20 budget has been prepared with a 5.0% rate increase.
- Fees and Charges have been increased by approximately 4.0% with exception of the following:
 - Charges on facilities at Mogumber have been increased by 10% with no further increases on these facilities for 3 years (Next increase being in 2022/23). These fees and charges are itemised in the 2019/20 Fees and Charges.

- Sewerage Scheme charges have been increased by 10% and are itemised in the 2019/20 Fees & Charges.
- Domestic and commercial rubbish removal charges have been increased by 4.0% and are itemised in the 2019/20 Fees & Charges.
- The recurrent operating budget has generally been based on prior actual figures, although individual line items may vary from this approach if it has been deemed necessary. The recurrent budget delivers similar service delivery to the community as it has in past years.
- A capital works program totalling \$2,169,289 for investment in infrastructure, land and buildings, plant and equipment and furniture and equipment is planned. Expenditure on road infrastructure is the major component of this (\$2,021,289) in line with Council's strategy to increase the investment in road and associated assets.
- A new reserve has been established to hold funds relating to the ongoing maintenance and improvement works for the Sewerage Scheme at Yerecoin.
- An estimated surplus of \$185,326 is anticipated to be brought forward from 30 June 2019. However, this is unaudited and may change. Any change will be addressed as part of a future budget review.
- The budget has been composed with a balanced (Nil) estimated closing position.
- Principal additional grant and contribution funding for the year is estimated from:
 - Main Roads CLGF Aglime Route - \$680,000
 - CBH Aglime Route - \$680,000
 - Roads to Recovery - \$344,595
 - Main Roads WA Direct Grant - \$123,211
 - Regional Road Group - \$257,921

CONSULTATION

While no specific consultation has occurred on the draft 2019/2020 budget, community consultation and engagement has previously occurred during development of the Community Strategic Plan and the Corporate Business Plan. Extensive internal consultation has occurred with all staff and through briefings and workshops with elected members.

STATUTORY CONTEXT

LGA S6.2 requires that not later than 31 August in each financial year, or such extended time as the Minister allows, each local government is to prepare and adopt, (Absolute Majority required) in the form and manner prescribed, a budget for its municipal fund for the financial year ending on the next following 30 June.

Divisions 5 and 6 of Part 6 of the *Local Government Act 1995* refer to the setting of budgets and raising of rates and charges. The *Local Government {Financial Management} Regulations 1996* details the form and content of the budget. The draft 2019/2020 budget as presented is considered to meet statutory requirements.

CORPORATE CONTEXT

The budget is based on the principles contained in the Strategic Resource Plan and the Corporate Business Plan.

FINANCIAL IMPLICATIONS

Specific financial implications are as outlined in the detail section of this report and as itemised in the draft 2019/2020 budget attached for adoption.

TRIPLE BOTTOM LINE ASSESSMENT**Economic Implications**

The draft 2019/2020 budget has been developed based on sound financial management and accountability principles and is considered to deliver a sustainable economic outcome for council and the community.

Social Implications

The draft 2019/2020 budget delivers social outcomes identified in various planning and community supporting strategies that have previously been adopted by the council.

Environmental Implications

The draft 2019/2020 budget supports key environmental strategies and initiatives adopted by the council.

VOTING REQUIREMENTS

Absolute majority required: Yes for some of the parts of the recommendations.

OFFICER RECOMMENDATION**PART A- MUNICIPAL FUND BUDGET FOR 2019/2020**

Moved Cr _____

Seconded Cr _____

Pursuant to the provisions of Section 6.2 of the *Local Government Act 1995 and Part 3 of the Local Government (Financial Management) Regulations 1996*, the council adopt the Municipal Fund Budget as contained in Attachment 10.4a of this agenda and the minutes, for the Shire of Victoria Plains for the 2019/2020 financial year which includes the following:

- Statement of Comprehensive Income by Nature and Type showing a deficit net result for that year of \$1,242,629.
- Statement of Comprehensive Income by Program showing a deficit net result for that year of \$1,242,629.
- Statement of Cash Flows showing closing projected closing position of \$579,350.
- Rate Setting Statement showing an amount required to be raised from rates of \$2,542,745.
- Notes to and Forming Part of the Budget
- Details of Asset Disposals
- Details of Capital Expenditure by Program and Asset Class
- Capital Works & New Assets Source of Funding
- Statement of Reserve Movements
- Budget Program Schedules

For _____ / Against _____

ABSOLUTE MAJORITY REQUIRED

PART B - GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS

Moved Cr _____

Seconded Cr _____

1. For the purpose of yielding the deficiency disclosed by the Municipal Fund Budget adopted at Part A above, council pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995* impose the following general rates and minimum payments on Gross Rental and Unimproved Values.

- 1.1. General Rates*

- Residential (GRV) 10.6830 cents in the dollar
- Rural (UV) 0.7120 cents in the dollar

- 1.2. Minimum Payments

- Residential (GRV) \$441.00
- Rural (UV) \$577.50

2. Pursuant to Section 6.45 of the *Local Government Act 1995* and regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, council nominates the following due dates for the payment in full by instalments:

| | |
|--------------------------------------|-------------------|
| Full payment and instalment due date | 23 September 2019 |
| 2nd quarterly instalment due date | 25 November 2019 |
| 3rd quarterly instalment due date | 28 January 2020 |
| 4th quarterly instalment due date | 30 March 2020 |

3. Pursuant to Section 6.45 of the *Local Government Act 1995* and regulation 67 of the *Local Government (Financial Management) Regulations 1996*, council adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$6.00 for each instalment after the initial instalment is paid.
4. Pursuant to Section 6.45 of the *Local Government Act 1995* and regulation 68 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option.
5. Pursuant to Section 6.51(1) and subject to Section 6.51(4) of the *Local Government Act 1995* and regulation 70 of the *Local Government (Financial Management) Regulations 1996*, council adopts an interest rate of 11% for rates (and service charges) and costs of proceedings to recover such charges that remains unpaid after becoming due and payable.

For _____ / Against _____

ABSOLUTE MAJORITY REQUIRED

PART C- ELECTED MEMBERS' FEES AND ALLOWANCES FOR 2019/2020

Moved Cr _____

Seconded Cr _____

1. Pursuant to Section 5.99 of the *Local Government Act 1995* and regulation 34 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual fees for payment of elected members in lieu of individual meeting attendance fees:

| | |
|------------------|---------|
| President | \$7,500 |
| Deputy President | \$7,500 |
| Councillors | \$7,500 |

2. Pursuant to Section 5.99A of the *Local Government Act 1995* and regulations 34A and 34AA of the *Local Government (Administration) Regulations 1996*, council adopts the following annual allowances for elected members:

| | |
|------------------------------|---------|
| Telecommunications Allowance | \$7,000 |
| Travelling Reimbursements | \$7,000 |

3. Pursuant to Section 5.98(5) of the *Local Government Act 1995* and regulation 33 of the *Local Government (Administration) Regulations 1996*, council adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

| | |
|------------------|---------|
| President | \$6,500 |
| Deputy President | \$1,625 |

For ____ / Against ____

ABSOLUTE MAJORITY REQUIRED**PART G - MATERIAL VARIANCE REPORTING FOR 2019/2020**

Moved Cr _____

Seconded Cr _____

In accordance with regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and *AASB 1031 Materiality*, the level to be used in statements of financial activity in 2019/2020 for reporting material variances shall be 10% and a minimum of \$10,000.

For ____ / Against ____

SIMPLE MAJORITY REQUIRED

10.5 SCHEDULE OF FEES AND CHARGES

| | |
|--|--|
| File reference | |
| Report date | 09 August 2019 |
| Applicant/proponent | Shire of Victoria Plains |
| Officer disclosure of interest | Nil |
| Previous meeting references | Nil |
| Prepared by | Bob Waddell – Consultant Ina Edwardson - Manager Finance & Administration |
| Authorised by | Glenda Teede |
| Attachments | |
| Attachment 1 | Page 208 |
| Schedule of Fees and Charges – Draft Budget 2019-120 | |

PURPOSE

As part of the 2019/2020 Budget preparation process, Council is requested to adopt its Schedule of Fees and Charges for 2019/2020.

BACKGROUND

Each year, Council is required to adopt its Schedule of Fees and Charges. Council is only able to charge those items that appear in the Schedule. It is, therefore, crucial that increases to discretionary items determined by Council are considered as part of the Budget process. Likewise, items that are charged by Council under other relevant legislation need to be checked to ensure that the legislated figures have not changed.

COMMENT

Councillors are requested to adopt the proposed Fees and Charges for 2019/2020. A Summary of the changes proposed is provided below:

- Fees and Charges that are at Council discretion have been increased by 4% (rounded) with exception of the following:
 - Charges on facilities at Mogumber have been increased by 10% with no further increases on these facilities for 3 years (Next increase being in 2022/23). These fees and charges are itemised in the 2019/20 Fees and Charges.
 - Sewerage Scheme charges have been increased by 10% and are itemised in the 2019/20 Fees & Charges.
- Fees and Charges that are governed by legislation have been updated for the 2019/2020 Financial Year

The minor increases proposed are based on an increase of 4.0% (rounded). This rate is suggested due to the lack of increases being imposed in prior years.

CONSULTATION

Mr Bob Waddell, Bob Waddell and Associates Pty Ltd

STATUTORY CONTEXT

Local Government Act 1995

- 6.2 Local government to prepare annual budget

- 6.16 Local government may impose and recover a fee or charge

CORPORATE CONTEXT

None

FINANCIAL IMPLICATIONS

Increased discretionary revenue.

VOTING REQUIREMENTS

Absolute Majority Required: Yes

| |
|-------------------------------|
| OFFICER RECOMMENDATION |
|-------------------------------|

Moved Cr _____

Seconded Cr _____

The fees and charges as set out in the attached Schedule of Fees and Charges for 2019-20 be adopted.

For _____ / Against _____

11. CLOSURE OF MEETING

There being no further business, the presiding member declared the meeting closed at _____ pm.