



Minutes

Special Council Meeting

12 August 2019

Shire of Victoria Plains
Council Chambers, Calingiri

Commencing – 2.35 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.

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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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Minutes

Ordinary Meeting of the Victoria Plains Shire Council

Held in the Calingiri Shire Chambers,
on 12 August 2019 commencing at 2.30 pm.

1. DECLARATION OF OPENING

1.1 Opening

The Meeting was declared open at 2.35pm.

The Shire President requested all Councillors, staff and visitors to the meeting stand for one minute silence out of respect and in remembrance of former Councillor John Brennan.

1.2 Announcements by presiding member

The Shire President read aloud the Disclaimer, noting that Council would be prepared to extend Public Question Time if so required.

1.3 Announcement of visitors and presentations

Nil

2. RECORD OF ATTENDANCE

Members present

Shire President - Cr David Lovelock
Deputy President, Cr Pauline Bantock
Cr Neville Clarke
Cr Andrew Broadhurst – arrived 2.38pm
Cr Jacqueline Corless-Crowther
Cr Jaymie King
Cr Stephanie Penn

Staff attending	Chief Executive Officer – Ms Glenda Teede Executive Assistant – Mrs Julie Klobas Works and Services Manager – Mr Robert Edwards Governance Officer – Mr Niel Mitchell Finance and Administration Manager – Mrs Ina Edwardson Shire Finance Consultant – Mr Bob Waddell
Apologies	Nil
Approved leave of absence	Nil
Visitors	Nil
Members of the public	Michael Anspach Kyle Manning Bob (Robert) Hogg John Reid Liz Williams Janine Varley Malcolm Palmer Tom Kelly Jim Kelly

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	Nil
3.2	Proximity	Nil
3.3	Impartiality	Nil

4. PUBLIC QUESTION TIME

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

Public Question Time commenced at 2.39 pm.

Public Question Time was opened to the floor at 2.39 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).

Mr Jim Kelly – Gillingarra

Q1. Could you please advise whether:

- European Space Agency;
- Menzies Quarries;
- Poultry Farm - SBT Properties Pty Ltd;
- Gilmac (Hay) Pty Ltd; and
- Hay Australia

are they all on Commercial rates?

Shire President – Directed the question to the Governance Officer querying whether they are on GRV or UV?

Governance Officer – not aware of any Council policy to set a spot rate for those particular enterprises.

Shire President – was under the impression that at least one of the business' was paying considerable rates.

Mr Kelly advised the European Space Agency is definitely on commercial, however queried whether the Finance Consultant could provide additional information.

Bob Waddell – Advised that the Shire of Victoria Plains (SoVP) don't have differential rating between commercial and residential property. Only difference is between GRV and UV.

Mr Kelly - clarified that perhaps some of these business' are on rural rate?

Bob Waddell - presumed all UV properties are charged the same rate, there being no differentiation.

Mr Kelly - queried are they being charged the correct commercial rate? And suggested they should be on commercial rates if they currently are not.

Shire President - noted question was a valid one, however there was no definitive answer to hand.

Bob Waddell - noted if doing differential rating, there is approval and advertising requirements.

Mr Kelly – noted commercial rates should apply to all commercial operations within the Shire.

Shire President - advised that the details of GRV and UV rating is confidential to those particular business however noted the Shire would investigate further.

Mr Tom Kelly – Gillingarra

Q1. Requested the Shire President to introduce Councillors and staff to members of the public in the Gallery.

A1 Shire President - introduced Councillors and Staff.

Q2 Requested definition of Governance Officer role.

A2 Noted the Governance Officer provides legislative Governance advice.

There was a query relating to the Governance Officer's ongoing role at Council.

Shire President – Advised of the Governance components that Council required, however this would be balanced against budgetary restrictions.

Mr John Reid - Mogumber

Q1 Queried Legal Fees budgeted and actual - differentiation.

Q2 Queried Consultants fees revised and actual - differentiation.

A1 & 2 Shire President – noted a lot of compliance to do with planning and council business and regarding legal expenses, issues arose that were not budgeted for. Issues to do with the Quarry as an example. Require legal advice re noncompliance. Town planning activities in the past were basic and moving forward Council need a more definitive approach. Consultant fees assist in those areas. This year there is cut back, however there is compliance and the Auditor General does require action from the Shire, which requires legal advice. Acknowledged that there have been some areas over budget, with under budget in others, however there is a need to cut back moving forward.

Q3 Is Council approval required if budget items are exceeded?

A3. Shire President- Yes, there is a monthly briefing and there is a policy whereby items that have exceeded budget by a certain amount are presented to Council at which time Council makes a decision. Further, there is a half yearly review of the budget, so yes, Council was aware of the over expenditure, as confidential papers outlining expenses are provided.

CEO – Yes, Council are aware of expenditure by way of a monthly information briefing where all budget issues and costs are disclosed, particularly in relation to Consultants and Legal matters.

- Q4. Mr Reid noted Phyllis Tom questioned the proposal regarding handing in her access on lot 100. She received a letter via a lawyer and Mr Reid considered that unusual.
- A4. CEO – it was decided that the matter would be dealt with lawyer to lawyer due to the financial and confidentiality components of the situation.
- Q5. What was the outcome of the proposal?
- A5. CEO – Advised that as the matter is confidential, she could not publicly advise outcome.
- Q6. What happened with Lot 100?
- A6. Shire President – have not proceeded too far at this stage. The Public Transport Authority (PTA) have now stepped in and taken over the process moving forward.
- Q7. What was the point of the exercise?
- A7. Shire President – Council were not aware that the land was owned by the PTA.

Governance Officer - noted that Lot 100 is under the control of the PTA. Requests to all owners adjoining lot 100 were sent out to determine whether owners would be willing to relinquish their entitlement to an easement over the lot. A title search was conducted prior to this letter being despatched showing that the State Government owned this land. Council proceeded, under the Land Administration Act, to have that land vested as a public road reserve. The documentation was completed and delivered to the Lands Dept, who then advised that the title was incorrect, and a different section of the Land Administration Act would need to be used.

Following this advice, a second letter was then sent to land owners.

The Governance Officer noted land ownership is now subject to legal interpretation which needs to be sorted out by the State Solicitors Office.

Shire President - noted conflicting advice was received and was therefore a difficult issue to resolve.

- Q8. What was the SoVP contribution to the AVON Well Aged Housing Program.
- A8. Shire President – not progressing to next stage.
- CEO – noted as Goomalling and Dowerin had withdrawn from the Project due to funding restraints, Victoria Plains also had to withdraw. Each Council having contributed \$170 – 180K.
- Q9. Why 7% rate increase - unprecedented? Where have we gone wrong?
- A9. Shire President – this Issue was addressed by Russell Barnes of Moore Stephens at the recent Community Meeting, held to provide residents with a better understanding of where SoVP currently is at.

Moore Stephens' analysis is that the SoVP hadn't put enough money aside over and above inflation to allow for asset depreciation. The Auditor General's Office notes that sustainable Ratios includes depreciation of assets as well as income and expenditure. We have now received advice that there is a need for a catchup phase.

Further, considerable additional Local Government compliance requirements, together with funds to be set aside for depreciation of assets, contributed to the proposed 7% rate increase.

Mr Tom Kelly - Gillingarra

Q1. Why 7% rate increase proposed for 5 years?

A1. Shire President - The SoVP decides rates annually. Whilst the Shire's advisors are recommending that, the Shire does not have to accept it.

Noted the SoVP is obliged to have an operating surplus ratio and own source revenue. Further noted that the SoVP has been in the lowest 10% average for rate increases for in WA over the last 6 years.

Q2. Are we overstaffed with a Works Manager and Works Supervisor?

A2. Works and Services Manager (WSM) – Noted the Works Supervisor is on the ground in a 'leading hand' type capacity due to skill set.

Noted the governance and compliance requirements of his role as WSM is considerable.

Shire President noted the requirement for a balance.

Mr Jim Kelly - Gillingarra

Q1. In the Minutes of the OCM – 20 July 2016 – \$1.266m in reserves, however this is now approx. \$400,000.

Asked in February 2019 where has the money specifically gone?

A1. Question Taken on Notice.

The Governance Officer - noted absolute majority is required if reserve funds are transferred without disclosure in the Budget.

Bob Waddell – noted last financial year the Council reviewed areas to source funds. Council resolved to sell deemed surplus plant which brought in just over \$100K to assist with the budget position.

Q2. Queried costs of Shire Environmental Health Officer ('EHO').

A2. CEO noted the previous Shire EHO worked for 1 day a month. This was insufficient to complete requirements.

Mr Kelly – suggested sharing of resources between Shires could be beneficial.

CEO noted the current EHO has considerable back log of work due to having a '1 day a month Shire EHO' in a share arrangement prior to his appointment, noting the current EHO works 2 days per week.

Shire President noted the importance of having a competent person in the role, however took Mr Kelly's comments on board.

Q3 Has Council taken on board the concerns of the residents at the Community meeting?

A3. Shire President – advised Council would take on board resident concerns when discussing the proposed Rates increase.

Mr Kelly – further outlined a number of concerns as per rate meeting.

Shire President – noted as an example Shire of Moora pay 50% more per acre in rates than the SoVP.

Mr John Reid - Mogumber

Q1. Query to WSM – Shire staff fully occupied with an ambitious program and may need to use some outside contractors. Queried if this amount is going to increase.

A1. WSM – noted a full program with specific ATO requirements of how staff are employed. This coming year spend amount is going to be greater than previous years, with projected works up to \$3m due to Roads Recovery Funding, so there will be a need for outside contractors to be called in to assist.

Bob Waddell – current budget more comprehensive with considerably more plant and staff paid for by external programs. Works Supervisor role created to make the Shire more viable long term.

As there were no further questions, the President thanked the public for their attendance and closed Public Question Time at 3.27 pm.

5. PRESENTATIONS AND DEPUTATIONS

5.1 Presentations

Nil

5.2 Deputations

Nil

6. APPLICATIONS FOR LEAVE OF ABSENCE

N/A

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

Cr Bantock called on Bob Waddell with regard to the Reserve query raised by Mr Jim Kelly.

Mr Waddell noted that if you look at restricted and unrestricted cash – extract from Minutes – restricted is municipal funds. Under that the Reserve funds aren't \$1.2m. Municipal funds is \$914K. Cash - \$1.2m is noted under Municipal funds.

Shire President – noted what is budgeted and what is allocated are not necessarily the same.

9. PRESIDENT AND COUNCILLORS REPORTS

9.1 Councillors

Shire President noted how pleased Council were at the resident turn out for the Community Rates Meeting.

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

Notes Cr Bantock asked the CEO – if Council did not agree with the Plan, would this require the plan to go back to the author for rewriting?

CEO - noted Plan could be changed if so, requested by Council.

1908-01 Officer Recommendation/Council Resolution
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Moved Cr A Broadhurst**Seconded Cr J Corless-Crowther**

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

For 5 / Against 2

Cr Penn and Cr Clarke requested to have their names recorded as voting against the item.

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

Notes Cr Bantock noted the importance of these plans, however this plan is not a Ministerial requirement, so no need to be ruled by it, as can easily be changed.

1908-02 Officer Recommendation/Council Resolution
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Moved Cr A Broadhurst

Seconded Cr P Bantock

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

For 5 / Against 2

Cr Penn and Cr Clarke requested to have their names recorded as voting against the item.

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

Notes There was general discussion.

1908-03 Officer Recommendation/Council Resolution

Moved Cr D Lovelock

Seconded Cr A Broadhurst

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

For 6 / Against 1

Cr Penn requested to have her name recorded as voting against the item.

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 / OFFICER RECOMMENDATION**

Moved Cr P Bantock

Seconded Cr A Broadhurst

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

Note: This motion was not voted on.

Cr Clarke moved an amendment that the rate increase be amended from 5% to 3% increase.

Cr Penn seconded the amendment.

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

Moved Cr N Clarke

Seconded Cr S Penn

That Council adopt a 3% rate increase as opposed to the 5% increase noted in the budget.

There was general discussion.

1908-04 Council Resolution

Moved Cr P Bantock

Seconded Cr J Corless-Crowther

That the meeting be adjourned, the time being 4.19pm, to allow the Finance Consultant to review updated figures with a 3% increase.

CARRIED For 6 / Against 1

The meeting resumed at 4.49pm with all Council members, staff and members of the public present.

The Mover and Seconder to the proposed motion requested a change to the motion to reflect a 4% rate increase.

The change was consented to by the meeting.

General discussion.

Cr Penn - noted a Point of Order to Cr Bantock's suggestion of a 4.5% rate increase.

1908-05 Council Resolution

Moved Cr N Clarke

Seconded Cr S Penn

That the Shire of Victoria Plains rate increase for 2019 / 2020 be 4% 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

With the following updated figures as provided by the Finance Consultant reflecting a reduction from 5% rate increase to a 4% rate increase.

- Rate revenue was reduced by \$23,961 (7% reduced to 4%).
- The above resulted in the General Purpose Funding program revenue reducing by the same \$23,961.
- Employee Costs reduced by \$44,897 (Removal of CDO Position from the budget).
- The above resulted in Education and Welfare expenditure reducing by the same \$44,897.
- Materials and Contract expenditure increased by \$20,000 (grant writing option introduced).
- The above resulted in education and Welfare expenditure increasing by the same \$20,000.
- The net of the above was the budget ended up with small surplus of \$936.

**ABSOLUTE MAJORITY REQUIRED
CARRIED For 4 / Against 3**

Cr S Penn requested all names be recorded.

(Those voting for – Cr A Broadhurst, Cr J Corless-Crowther, Cr S Penn and Cr N Clarke. Those voting against, Cr Lovelock, Cr P Bantock and Cr J King).

Reason for Variation – a 4% rate increase was adopted, as opposed to the proposed 5% rate increase proposed in the draft Budget presented.

PART B - GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS – OFFICER RECOMMENDATION

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.

1908-06 PART B - GENERAL AND MINIMUM RATES, INSTALMENT PAYMENT ARRANGEMENTS – COUNCIL RESOLUTION

Moved Cr S Penn

Seconded Cr N Clarke

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) 10.581 cents in the dollar
- Rural (UV) 0.7051 cents in the dollar

1.2. Minimum Payments

- Residential (GRV) \$436.80
- Rural (UV) \$572.00

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.
6. The Community Development Officer position be removed and \$20,000 be set aside for outsourcing Community Development Officer functions.
7. The Rate increase being set at 4% for the 2019/2020 financial year.

**CARRIED For 7 / Against 0
ABSOLUTE MAJORITY REQUIRED**

Reason for Variation - Due to the 4% Rate increase as resolved by Council, budget figures were amended.

Note Cr Broadhurst noted same allowance as last year.
Slight reduction in claim history for telecommunications allowance.

1908-07 PART C- ELECTED MEMBERS' FEES AND ALLOWANCES FOR 2019/2020 – COUNCIL RESOLUTION
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Moved Cr A Broadhurst

Seconded Cr P Bantock

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
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Travelling Reimbursements	\$7,000
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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
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Deputy President	\$1,625
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**CARRIED For 7 / Against 0
ABSOLUTE MAJORITY REQUIRED**

1908-08 PART G - MATERIAL VARIANCE REPORTING FOR 2019/2020 – COUNCIL RESOLUTION

Moved Cr P Bantock

Seconded Cr J Corless-Crowther

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.

**CARRIED For 7 / Against 0
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

Notes - Cr Penn requested an amendment of an increase of fees and charges to 10%.
Cr Clarke - supported the request
General Discussion.

1908-09	COUNCIL RESOLUTION
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Moved Cr S Penn

Seconded Cr N Clarke

The fees and charges as set out in the attached Schedule of Fees and Charges for 2019-20 be adopted with an amendment to increase all fees and charges by 10%.

LOST For 2 / Against 5

Cr J Corless-Crowther requested that all names be recorded.

(Those voting for Cr Penn and Cr Clarke. Those voting against - Cr D Lovelock, Cr P Bantock, Cr A Broadhurst, Cr J Corless-Crowther and Cr J King -)

Original Officer's recommendation returned to at 5.33pm.

Note Cr Broadhurst and Cr Bantock noted the fees and charges as presented within the Officer Recommendation was reasonable and not targeting certain areas.

1908-10	OFFICER RECOMMENDATION/COUNCIL RESOLUTION
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Moved Cr A Broadhurst

Seconded Cr P Bantock

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

CARRIED For 5 / Against 2

Cr Penn and Cr Clarke requested to have their names recorded as voting against the motion.

11. CLOSURE OF MEETING

There being no further business, the presiding member declared the meeting closed at 5.35 pm

CERTIFICATION

These minutes were confirmed at the Ordinary Council Meeting held on 25 September 2019

Signed 
(Presiding member at the meeting which confirmed the minutes)

Date 25 September 2019.

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