

SHIRE OF NUNGARIN



ORDINARY MEETING MINUTES

19th August 2020

Shire of Nungarin

TABLE OF CONTENTS

19 August 2020

ITEM	SUBJECT HEADING	PAGE
	NOTICE OF MEETING	
1.	DECLARATION OF OFFICIAL OPENING.....	3
2.	RECORDING OF ATTENDANCE, APOLOGIES & LEAVES OF ABSENCE	3
2.1	ATTENDANCE.....	3
2.2	APOLOGIES.....	3
2.3	LEAVES OF ABSENCE.....	3
2.4	NEW REQUESTS FOR LEAVES OF ABSENCE.....	3
3.	DELEGATIONS & PETITIONS	4
3.1	DELEGATIONS	4
3.2	PETITIONS	4
4.	PUBLIC QUESTION TIME.....	4
4.1	RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE.....	4
4.2	QUESTIONS FROM MEMBERS OF THE PUBLIC.....	4
5.	DECLARATIONS OF INTEREST.....	5
5.1	FINANCIAL & PROXIMITY INTERESTS	5
5.2	DISCLOSURES OF INTEREST THAT MAY CAUSE A CONFLICT	5
6.	ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)	5
7.	CONFIRMATION OF COUNCIL MINUTES AND RECEIVING OF MINUTES.....	5
7.1	ORDINARY COUNCIL MEETING 15 JULY 2020	5
8.	CHIEF EXECUTIVE OFFICER REPORTS.....	6
8.1	URBAN PLANNING.....	6
8.2	INFRASTRUCTURE	7
8.3	COMMUNITY DEVELOPMENT	13
8.4	MANAGEMENT / GOVERNANCE / POLICY	14
8.5	CORPORATE	15
9.	DELEGATES REPORTS	48
10.	NEW BUSINESS OF AN URGENT NATURE	48
11.	MOTIONS ON NOTICE.....	48
12.	CONFIDENTIAL ITEMS OF BUSINESS.....	48
13.	CLOSURE.....	48



SHIRE OF NUNGARIN

Council Meeting Agenda

19 August 2020

1. DECLARATION OF OFFICIAL OPENING

At 3:00pm, the Shire President declared the meeting open and the Affirmation of Civic Duty and Responsibility was read aloud by Cr Lee. The Shire President also made acknowledgement of the Traditional Custodians of the land.

2. RECORDING OF ATTENDANCE, APOLOGIES & LEAVES OF ABSENCE

2.1 ATTENDANCE

Shire President	Cr P de Lacy
Deputy Shire President	Cr G Coumbe
Elected Member	Cr RE O'Connell
Elected Member	Cr K Dayman
Elected Member	Cr J Davis
Elected Member	Cr W Lee
Elected Member	Cr R Mizia

Chief Executive Officer	Mr A Majid
Manager Works and Services	Mr A Richardson

2.2 APOLOGIES

Nil

2.3 LEAVES OF ABSENCE

Record Councillor Leaves of Absence where previously endorsed for this meeting.

2.4 NEW REQUESTS FOR LEAVES OF ABSENCE

Cr Mizia and Cr Davis requested a leave of absence for the Ordinary Meeting to be held on 16 September 2020

COUNCIL DECISION – 6390

That Cr Mizia and Cr Davis be granted a Leave of Absence for the 16 September 2020 Council Meeting.

CARRIED: 7/0

3. DELEGATIONS & PETITIONS

3.1 DELEGATIONS

Peter Geraghty presented to Council on the following matters:

- Current status of school bus routes for Nungarin and upcoming meetings with the Public Transport Authority in relation to such services; and
- St John Ambulance seeking permission to use the second bay at the fire shed given that the new fire truck can no longer be housed there.

3.2 PETITIONS

Nil

4. PUBLIC QUESTION TIME

Rules for Council Meeting Public Question Time

- Public Question Time provides the public with an opportunity to put questions to the Council. Questions should only relate to the business of the Council and should not be a statement or personal opinion.*
- During the Council meeting, after Public Question Time no member of the public may interrupt the meeting's proceedings or enter into conversation.*
- Whenever possible, questions should be submitted in writing at least 48 hours prior to the start of the meeting.*
- All questions should be directed to the President and only questions relating to matters affecting Council may be answered at an Ordinary meeting, and at a Special meeting only questions that relate to the purpose of the meeting may be answered. Questions may be taken on notice and responded to after the meeting, at the discretion of the President.*
- The person presiding will control Public Question Time and ensure that each person wishing to ask a question should state his or her name and address before asking the question. If the question relates to an item on the agenda, the item number should also be stated. In general, persons seeking to ask a question will be given 2 minutes within which to address their question to the Council. The person presiding may shorten or lengthen this time in their discretion.*

4.1 RESPONSE TO PREVIOUS QUESTIONS TAKEN ON NOTICE

Nil

4.2 QUESTIONS FROM MEMBERS OF THE PUBLIC

Nil

5. DECLARATIONS OF INTEREST

Councillors / Staff are reminded of the requirements of section 5.65 of the Local Government Act 1995, to disclose any interest during the meeting when the matter is discussed, and also of the requirement to disclose an interest affecting impartiality under the Shire's Code of Conduct.

Councillors / staff are required to submit declarations of interest in writing on the prescribed form.

5.1 FINANCIAL & PROXIMITY INTERESTS

Nil

5.2 DISCLOSURES OF INTEREST THAT MAY CAUSE A CONFLICT

Nil

6. ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

Written announcements by the Presiding Member or important forthcoming functions to be tabled at this point. The Presiding Member may, at their discretion, wish to make verbal announcements.

Meetings Attended:

21/07/2020 Tuck Waldron – CEACA

04/08/2020 NEWHealth

11/08/2020 Budget Workshop

7. CONFIRMATION OF COUNCIL MINUTES AND RECEIVING OF MINUTES

7.1 ORDINARY COUNCIL MEETING 15 JULY 2020

OFFICER RECOMMENDATION/S – ITEM NO 7.1

That the Minutes of the Ordinary Meeting, of the Shire of Nungarin held on 15 July 2020 in Council Chambers and as an E-Meeting be confirmed.

COUNCIL DECISION – 6391

Moved: Cr Dayman, Seconded: Cr O'Connell

That the Minutes of the Ordinary Meeting, of the Shire of Nungarin held on 15 July 2020 in Council Chambers and as an E-Meeting be confirmed.

CARRIED: 7/0

8. CHIEF EXECUTIVE OFFICER REPORTS

8.1 URBAN PLANNING

Nil

8.2 INFRASTRUCTURE

8.2.1 Works and Services Report

INFRASTRUCTURE

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Nil	

Voting Requirement	:	Simple Majority
Subject Index	:	N/A
Location / Property Index	:	N/A
Application Index	:	N/A
Land Use	:	N/A
Lot Area	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	All Council Meetings
Applicant	:	N/A
Owner	:	N/A
Responsible Officer	:	Manager Works and Services

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, town planning schemes & policies.*
- Review** *When Council reviews decisions made by Officers.*
- Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

For Council to receive the Manager Works and Services report.

SUMMARY AND KEY ISSUES

- Maintenance on machines is continuing as required with servicing and repairing.
- Grader has been grading on Chandler Nungarin Road, Chandler North West Road, English Road, and Lees Road.
- Works are currently being undertaken at the refuse site on a regular basis
- Road counters are on Danberrin Road and Nungarin North Road in preparing for funding for blackspot
- Quotes for stabilisation have been sourced for our works program on Nungarin North Road, along with request for bitumen quotes for our Regional Roads Grants program.
- Quotes for the preparing submissions for Black Spot funding with safety audits have been requested. These quotes are for three separate locations - Danberrin Road and Nungarin North Road intersection, Merredin Knungajin Road intersection with Elabbin East Road. Also the section of bends between Lake Brown South Road and where LeVaux Road intersect with Chandler Nungarin Road.

LOCATION

N/A

BACKGROUND

N/A

CONSULTATION

There has been no specific consultation undertaken in respect to this matter.

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

There are no specific statutory requirements in respect to this matter.

FINANCIAL IMPLICATIONS

There are no financial implications evident at this time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

Refer to summary and key issues above.

OFFICER RECOMMENDATION/S – ITEM NO 8.2.1

That the Manager Works and Services report be received

COUNCIL DECISION – 6392

Moved: Cr Lee, Seconded: Cr Coumbe

That the Manager Works and Services report be received.

CARRIED: 7/0

8.2.2 Recreation Grounds

INFRASTRUCTURE

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Nil	

Voting Requirement	:	Simple Majority
Subject Index	:	Parks and Gardens
Location / Property Index	:	Various
Application Index	:	N/A
Land Use	:	Parks and Gardens
Lot Area	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	All Council Meetings
Applicant	:	N/A
Owner	:	N/A
Responsible Officer	:	Chief Executive Officer

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, town planning schemes & policies.*
- Review** *When Council reviews decisions made by Officers.*
- Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

For Council to receive Recreation Grounds status report.

SUMMARY AND KEY ISSUES

See officer's comments.

LOCATION

All Recreation grounds

BACKGROUND

Council has traditionally asked for status reports concerning Recreation Grounds and Gardens generally and this report is provided accordingly.

CONSULTATION

There has been no specific consultation undertaken in respect to this matter.

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

There are no specific statutory requirements in respect to this matter.

FINANCIAL IMPLICATIONS

There are no financial implications evident at this time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

Oval and Cricket:

Reticulation is managed on an as required basis and mowed weekly.

Weeds being managed as required.

Tennis Courts:

Winter weed treatments are being applied and monitored as required.

Hockey Ground:
Under care and maintenance.

Bowling green:
Inspected and maintained as required.

General:
All surfaces are being managed as required.

The Shire provided free use of the oval and facilities to the Nungarin Primary School for the purposes of the Cross-Country running event.

There was a planned friendly football game to be held on 15 August 2020 of which the Shire provided use of the oval and facilities free of charge.

OFFICER RECOMMENDATION/S – ITEM NO 8.2.2

That the Recreation Grounds status report be received.

COUNCIL DECISION – 6393

Moved: Cr O’Connell, Seconded: Cr Mizia

That the Recreation Grounds status report be received.

CARRIED: 7/0

8.3 COMMUNITY DEVELOPMENT

Nil

8.4 MANAGEMENT / GOVERNANCE / POLICY

Nil

8.5 CORPORATE

8.5.1 Investments Report as at 31 July 2020

CORPORATE

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Nil	

Voting Requirement	:	Simple Majority
Subject Index	:	N/A
Location / Property Index	:	N/A
Application Index	:	N/A
Land Use	:	N/A
Lot Area	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	Nil
Applicant	:	N/A
Owner	:	N/A
Responsible Officer	:	Chief Executive Officer

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, town planning schemes & policies.*
- Review** *When Council reviews decisions made by Officers.*
- Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

For Council to receive the investment Report as at 31 July 2020.

SUMMARY AND KEY ISSUES

- The Investment Report is presented for Council to receive.

LOCATION

N/A

BACKGROUND

Money held in the Municipal Fund of the Shire of Nungarin that is not required for the time being may be invested under the Trustee Act 1962 Part III.

CONSULTATION

There has been no specific consultation undertaken in respect to this matter.

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

Council Policy 3.07 applies to the investment of surplus funds.

STATUTORY IMPLICATIONS

Local Government Act 1995

6.14. Power to invest

- (1) Money held in the municipal fund or the trust fund of a local government that is not, for the time being, required by the local government for any other purpose may be invested as trust funds may be invested under the *Trustees Act 1962* Part III.
- (2A) A local government is to comply with the regulations when investing money referred to in subsection (1).
- (2) Regulations in relation to investments by local governments may —
 - (a) make provision in respect of the investment of money referred to in subsection (1); and
 - [(b) *deleted*]
 - (c) prescribe circumstances in which a local government is required to invest money held by it; and
 - (d) provide for the application of investment earnings; and
 - (e) generally provide for the management of those investments.

Local Government (Financial Management) Regulations 1996

19. Investments, control procedures for

- (1) A local government is to establish and document internal control procedures to be followed by employees to ensure control over investments.
- (2) The control procedures are to enable the identification of —
 - (a) the nature and location of all investments; and
 - (b) the transactions related to each investment.

19C. Investment of money, restrictions on (Act s. 6.14(2)(a))

- (1) In this regulation —

authorised institution means —

- (a) an authorised deposit-taking institution as defined in the *Banking Act 1959 (Commonwealth)* section 5; or
- (b) the Western Australian Treasury Corporation established by the *Western Australian Treasury Corporation Act 1986*;

foreign currency means a currency except the currency of Australia.

- (2) When investing money under section 6.14(1), a local government may not do any of the following —
 - (a) deposit with an institution except an authorised institution;
 - (b) deposit for a fixed term of more than 12 months;
 - (c) invest in bonds that are not guaranteed by the Commonwealth Government, or a State or Territory government;
 - (d) invest in bonds with a term to maturity of more than 3 years;
 - (e) invest in a foreign currency.

FINANCIAL IMPLICATIONS

There are no financial implications evident at this time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

The worksheet below details the investments held by the Shire as at 31 July 2020:

SHIRE OF NUNGARIN INVESTMENTS AS AT 31 JULY 2020								
INSTITUTION	SHORT TERM RATING	INVESTMENT TYPE	ACCOUNT N°	TERM	DATE OF TRANSACTION	DATE OF MATURITY	INTEREST RATE	PRINCIPAL
MUNICIPAL FUND								
CBA	N/A	Operating A/C	12481074	Ongoing	N/A	N/A	Variable	\$881,842.91
TOTAL								\$881,842.91

SHIRE OF NUNGARIN INVESTMENTS AS AT 31 JULY 2020								
INSTITUTION	SHORT TERM RATING	INVESTMENT TYPE	ACCOUNT N°	TERM	DATE OF TRANSACTION	DATE OF MATURITY	INTEREST RATE	PRINCIPAL
RESERVE FUNDS								
CBA	N/A	Interest Bearing Cheque A/C	12481082	Ongoing	N/A	N/A	Variable	\$627,578.58
TOTAL								\$627,578.58
TRUST								
CBA	N/A	Trust a/c	12481090	Ongoing	N/A	N/A	Variable	\$221.38
TOTAL								\$221.38

INVESTMENT REGISTER						
1 JULY 2020 TO 31 JULY 2020						
COMMONWEALTH BANK						
ACCOUNT N°	DATE OF MATURITY	INTEREST RATE	OPENING BALANCE	INTEREST EARNT TO 30.10.2020	INVESTMENT TRANSFERS	CLOSING BALANCE 30.09.2020
38132004	N/A	N/A	\$0.00	\$0.00	\$0.00	\$0.00

OFFICER RECOMMENDATION/S – ITEM NO 8.5.1

That the Investment Report as at 31 July 2020 be received.

COUNCIL DECISION – 6394

Moved: Cr Mizia, Seconded: Cr Dayman

That the Investment Report as at 31 July 2020 be received.

CARRIED: 7/0

8.5.2 Accounts for Payment – July 2020

CORPORATE

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment 1	Accounts Paid – July 2020

Voting Requirement	:	Simple Majority
Subject Index	:	Finance
Location / Property Index	:	N/A
Application Index	:	N/A
Land Use	:	N/A
Lot Area	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	All Council Meetings
Applicant	:	N/A
Owner	:	N/A
Responsible Officer	:	Chief Executive Officer

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, town planning schemes & policies.*
- Review** *When Council reviews decisions made by Officers.*
- Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (eg under Health Act, Dog Act or Local Laws) and other decisions that July be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

That Council receives and note the payment of accounts for the month of July 2020.

SUMMARY AND KEY ISSUES

All payments relate to normal operational matters for the Shire.

LOCATION

N/A

BACKGROUND

Attachment 1 details all accounts paid since the last reporting period.

Payment Types for Municipal Account:

EFT	\$198,535.37
Cheque	\$ 3,283.80
Direct Debits	<u>\$ 6,287.91</u>
TOTAL	\$208,107.08

Payment Types for Trust Account:

Cheque	\$ 0.00
EFT	\$ 0.00
Direct Debits	<u>\$ 0.00</u>
TOTAL	\$ 0.00

The total amount for all payments from all accounts is therefore **\$208,107.08**.

CONSULTATION

There has been no specific consultation undertaken in respect to this matter.

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

There are no specific statutory requirements in respect to this matter.

FINANCIAL IMPLICATIONS

There are no financial implications at this time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

Nil

OFFICER RECOMMENDATION/S – ITEM NO 8.5.2

That Council receives and notes the list of accounts paid for July 2020, totalling \$208,107.08, and that the list be recorded in the minutes.

COUNCIL DECISION – 6395

Moved: Cr Mizia, Seconded: Cr Coumbe

That Council receives and notes the list of accounts paid for July 2020, totalling \$208,107.08, and that the list be recorded in the minutes.

CARRIED: 7/0

8.5.3 Financial Report – July 2020

CORPORATE

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment 1	Monthly Financial Report 31 July 2020 – Under separate cover

Voting Requirement	:	Simple Majority
Subject Index	:	N/A
Location / Property Index	:	N/A
Application Index	:	N/A
Land Use	:	N/A
Lot Area	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	All Council Meetings
Applicant	:	N/A
Owner	:	N/A
Responsible Officer	:	Chief Executive Officer

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, town planning schemes & policies.*
- Review** *When Council reviews decisions made by Officers.*
- Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

To report on financial activity for the period 1 July 2020 to 31 July 2020.

SUMMARY AND KEY ISSUES

The Local Government Act and Regulations require local governments to prepare monthly reports containing the information that is prescribed.

LOCATION

N/A

BACKGROUND

Nil

CONSULTATION

Financial Consultant – Darren Long

STRATEGIC IMPLICATIONS

There are no Strategic Plan implications evident at this time.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

Section 6.4 of the Local Government Act 1995 and Regulation 34 of the Local Government (Finance) Regulations 1996.

FINANCIAL IMPLICATIONS

There are no financial implications at this time.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

Nil

OFFICER RECOMMENDATION/S – ITEM NO 8.5.3

That the financial report for the period 1 July 2020 to 31 July 2020 be received.

COUNCIL DECISION – 6396

Moved: Cr Mizia, Seconded: Cr Lee

That the financial report for the period 1 July 2020 to 31 July 2020 be received.

CARRIED: 7/0

8.5.4 Valuations and General Rates for 2020-2021 Annual Budget

CORPORATE

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment 1	Proposed 2020-2021 Annual Budget – under separate cover

Voting Requirement	:	Absolute Majority
Subject Index	:	N/A
Location / Property Index	:	N/A
Application Index	:	N/A
Land Use	:	N/A
Lot Area	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	August 2019
Applicant	:	N/A
Owner	:	N/A
Report Author	:	Darren Long, Finance Consultant
Responsible Officer	:	Chief Executive Officer

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, town planning schemes & policies.*
- Review** *When Council reviews decisions made by Officers.*
- Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

The purpose of this report is for Council to give consideration to the adoption of applicable valuations and the imposition of general rates on rateable property.

SUMMARY AND KEY ISSUES

- | |
|---|
| <ul style="list-style-type: none">• See officers comments |
|---|

LOCATION

N/A

BACKGROUND

Section 6.32 of the *Local Government Act 1995* states

6.32. Rates and service charges-

- (1) *When adopting the annual budget, a local government*
 - (a) *in order to make up the budget deficiency, is to impose* a general rate on rateable land within its district, which rate may be imposed either:*
 - (i) *uniformly; or*
 - (ii) *differentially; and*
 - (b) *may impose* on rateable land within its district*
 - (i) *a specified area rate; or*
 - (ii) *a minimum payment; and*
 - (c) *may impose* a service charge on land within its district.*
- * Absolute majority required.*
- (2) *Where a local government resolves to impose a rate it is required to:*
 - (a) *set a rate which is expressed as a rate in the dollar of the gross rental value of rateable land within its district to be rated on gross rental value; and*
 - (b) *set a rate which is expressed as a rate in the dollar of the unimproved value of rateable land within its district to be rated on unimproved value.*

CONSULTATION

Draft budget workshop with all Councillors on 11 August 2020.

STRATEGIC IMPLICATIONS

This report forms part of the 2020-2021 Annual Budget. The 2020-2021 Annual Budget has taken into consideration the actions listed in the Corporate Business Plan, where fiscally possible.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

Local Government Act 1995 s.6.32.

FINANCIAL IMPLICATIONS

This report forms part of the 2020-2021 Annual Budget and relevant information is disclosed in the Statement of Rating Information.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

Following the draft budget workshop held on 11 August 2020, the following general rates are presented for Councils consideration.

Every year, the unimproved value (UV) of each property is reassessed by the State's Valuer Generals Office. The gross rental valuation (GRV) of each property for country local governments is reassessed by the State's Valuer Generals Office every five (5) years, with the most recent valuation occurring in June 2017.

The following valuations are currently recorded in Council's rate book-

- (a) Unimproved Valuations (UV) - \$24,911,367, of which \$176,785 are minimum values;
- (b) Gross Rental Valuations (GRV) - \$431,526, of which \$15,595 are minimum values.

The Shire bases the determination of annual property rates payable upon the unimproved values (UV) for rural properties and the gross rental values (GRV) for non-rural properties; with the values set by the Valuer General. The Shire applies a rate in the dollar charge for each valuation category, which is multiplied against a property's valuation.

The rate in the dollar for the 2019-2020 financial year was set, for UV properties at 2.1021 cents, and for GRV properties at 12.3105 cents. This becomes the base rate in the dollar when determining the following year's rate in the dollar.

When properties are revalued, the previous year's rate in the dollar is adjusted in consideration of the whether the valuation has increased or decreased. This allows for a revised base rate that would have generated the same amount of revenue using the revalued property valuations.

The increase in UV valuations of only 1% has necessitated no adjustment to the UV rate in the dollar.

The rates in the dollar proposed in the draft budget are as follows-

- (a) The GRV rate in the dollar for 2020-2021 will remain unchanged at 12.3105 cents; and
- (b) UV rate in the dollar for 2020-2021 will remain unchanged at 2.1021 cents.

OFFICER RECOMMENDATION/S – ITEM NO 8.5.4

- 1. That Council adopt the valuations, as supplied by the Valuer General’s Office and recorded in the Rate Book, for the 2020-2021 year-

Gross Rental Valuations	\$ 319,228
Unimproved Valuations	\$24,730,502

- 2. That Council, pursuant to Section 6.32 of the Local Government Act 1995, impose the following general rates for 2020-2021:

GRV properties	12.3105 cents in the dollar
UV properties	2.1021 cents in the dollar

COUNCIL DECISION – 6397

Moved: Cr O’Connell, Seconded: Cr Mizia

- 1. That Council adopt the valuations, as supplied by the Valuer General’s Office and recorded in the Rate Book, for the 2020-2021 year-

Gross Rental Valuations	\$ 319,228
Unimproved Valuations	\$24,730,502

- 2. That Council, pursuant to Section 6.32 of the Local Government Act 1995, impose the following general rates for 2020-2021:

GRV properties	12.3105 cents in the dollar
UV properties	2.1021 cents in the dollar

**CARRIED: 7/0
By Absolute Majority**

8.5.5 Minimum Payment for 2020-2021 Annual Budget

CORPORATE

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment 1	Proposed 2020-2021 Annual Budget – Under separate cover

Voting Requirement	:	Absolute Majority
Subject Index	:	161002
Location / Property Index	:	N/A
Application Index	:	N/A
Land Use	:	N/A
Lot Area	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	August 2019
Applicant	:	N/A
Owner	:	N/A
Report Author	:	Darren Long, Finance Consultant
Responsible Officer	:	Chief Executive Officer

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, town planning schemes & policies.*
- Review** *When Council reviews decisions made by Officers.*
- Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

The purpose of this report is for Council to give consideration to the imposition of the Minimum Payment on rateable property for 2020-2021.

SUMMARY AND KEY ISSUES

- | |
|---|
| <ul style="list-style-type: none">• See officers comments |
|---|

LOCATION

N/A

BACKGROUND

Section 6.35 of the *Local Government Act 1995* states-

6.35. Minimum payment

- (1) *Subject to this section, a local government may impose on any rateable land in its district a minimum payment which is greater than the general rate which would otherwise be payable on that land.*
- (2) *A minimum payment is to be a general minimum but, subject to subsection (3), a lesser minimum may be imposed in respect of any portion of the district.*
- (3) *In applying subsection (2) the local government is to ensure the general minimum is imposed on not less than —*
 - (a) *50% of the total number of separately rated properties in the district; or*
 - (b) *50% of the number of properties in each category referred to in subsection (6), on which a minimum payment is imposed.*
- (4) *A minimum payment is not to be imposed on more than the prescribed percentage of —*
 - (a) *the number of separately rated properties in the district; or*
 - (b) *the number of properties in each category referred to in subsection (6), unless the general minimum does not exceed the prescribed amount.*
- (5) *If a local government imposes a differential general rate on any land on the basis that the land is vacant land it may, with the approval of the Minister, impose a minimum payment in a manner that does not comply with subsections (2), (3) and (4) for that land.*
- (6) *For the purposes of this section a minimum payment is to be applied separately, in accordance with the principles set forth in subsections (2), (3) and (4) in respect of each of the following categories —*
 - (a) *to land rated on gross rental value; and*
 - (b) *to land rated on unimproved value; and*
 - (c) *to each differential rating category where a differential general rate is imposed.*

CONSULTATION

Draft budget workshop with all Councillors on 11 August 2020.

STRATEGIC IMPLICATIONS

This report forms part of the 2020-2021 Annual Budget. The 2020-2021 Annual Budget has taken into consideration the actions listed in the Corporate Business Plan, where fiscally possible.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

Local Government Act 1995 s.6.35.

The imposition of the proposed Minimum Payment complies with the percentage requirements of subclause (3) of Section 6.35.

FINANCIAL IMPLICATIONS

This report forms part of the 2020-2021 Annual Budget and relevant information is disclosed in the Statement of Rating Information.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

Following the last draft budget workshop held on 11 August 2020, the following minimum payments are presented for Councils consideration.

The Minimum Payment for both UV and GRV properties is proposed to remain unchanged at \$427.

The proposed 2020-2021 UV Minimum Payment will be imposed on 25 UV property assessments, being 18.8% of the total UV property assessments.

The proposed 2020-2021 GRV Minimum Payment will be imposed on 24 GRV property assessments, being 33.3% of the total GRV property assessments.

OFFICER RECOMMENDATION/S – ITEM NO 8.5.5

That Council, pursuant to Sections 6.32 and 6.35 of the Local Government Act 1995, impose the following Minimum Payment for 2020-2021:

GRV properties	\$427 per rateable assessment
UV properties	\$427 per rateable assessment

COUNCIL DECISION – 6398

Moved: Cr Dayman, Seconded: Cr Davis

That Council, pursuant to Sections 6.32 and 6.35 of the Local Government Act 1995, impose the following Minimum Payment for 2020-2021:

GRV properties	\$427 per rateable assessment
UV properties	\$427 per rateable assessment

**CARRIED: 7/0
By Absolute Majority**

8.5.6 Payment of Rates Options and Interest Charges for the 2020/2021 Annual Budget

CORPORATE

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Nil	

Voting Requirement	:	Absolute Majority
Subject Index	:	161002
Location / Property Index	:	N/A
Application Index	:	N/A
Land Use	:	N/A
Lot Area	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	N/A
Applicant	:	N/A
Owner	:	N/A
Report Author	:	Darren Long, Finance Consultant
Responsible Officer	:	Chief Executive Officer

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, town planning schemes & policies.*
- Review** *When Council reviews decisions made by Officers.*
- Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

The purpose of this report is for Council to give consideration to the-

1. Setting of options for the payment of rates and service charges for the 2020-2021 financial year;
2. Imposition of an administration fee and instalment interest charge for payments made by instalments; and
3. Imposition of a rate of interest on overdue rates and service charges for the 2020-2021 financial year.

SUMMARY AND KEY ISSUES

- See officers comments

LOCATION

N/A

BACKGROUND

Section 6.45 requires a local government to set the options for the payment of rates or service charges; as well as the ability to impose an administration fee and an instalment interest charge applicable to those payment options.

Section 6.45 of the *Local Government Act 1995* states-

6.45. Options for payment of rates or service charges

- (1) *A rate or service charge is ordinarily payable to a local government by a single payment but the person liable for the payment of a rate or service charge may elect to make that payment to a local government, subject to subsection (3), by —*
 - (a) *4 equal or nearly equal instalments; or*
 - (b) *such other method of payment by instalments as is set forth in the local government's annual budget.*
- (2) *Where, during a financial year, a rate notice is given after a reassessment of rates under section 6.40 the person to whom the notice is given may pay the rate or service charge —*
 - (a) *by a single payment; or*
 - (b) *by such instalments as are remaining under subsection (1)(a) or (b) for the remainder of that financial year.*
- (3) *A local government may impose an additional charge (including an amount by way of interest) where payment of a rate or service charge is made by instalments and that additional charge is, for the purpose of its recovery, taken to be a rate or service charge, as the case requires, that is due and payable.*
- (4) *Regulations may —*
 - (a) *provide for the manner of making an election to pay by instalments under subsection (1) or (2); and*

- (b) *prescribe circumstances in which payments may or may not be made by instalments; and*
- (c) *prohibit or regulate any matters relating to payments by instalments; and*
- (d) *provide for the time when, and manner in which, instalments are to be paid; and*
- (e) *prescribe the maximum amount (including the maximum interest component) which may be imposed under subsection (3) by way of an additional charge; and*
- (f) *provide for any other matter relating to the payment of rates or service charges.*

Section 6.51 provides for a local government to impose an interest charge on a rate of service charge that remains unpaid after becoming due and payable.

6.51. Accrual of interest on overdue rates or service charges

- (1) *A local government may at the time of imposing a rate or service charge resolve* to impose interest (at the rate set in its annual budget) on —*
 - (a) *a rate or service charge (or any instalment of a rate or service charge); and*
 - (b) *any costs of proceedings to recover any such charge, that remains unpaid after becoming due and payable.*

*** Absolute majority required.**

CONSULTATION

Draft budget workshop with all Councillors on 11 August 2020.

STRATEGIC IMPLICATIONS

This report forms part of the 2020-2021 Annual Budget. The 2020-2021 Annual Budget has taken into consideration the actions listed in the Corporate Business Plan, where fiscally possible.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

Local Government Act 1995 s.6.45, 6.50, 6.51.

Local Government (Financial Management) Regulations 1996, Regulations 67, 68, 70 and 71.

FINANCIAL IMPLICATIONS

This report forms part of the 2020-2021 Annual Budget and relevant information is disclosed in the Notes to the Annual Budget.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

Payment options

The Shire has traditionally offered three payment options-

- Option 1 Payment in full by the due date.
- Option 2 Payment in two equal instalments, being-
 - (a) Instalment 1 - 50% of the rates and service charges within 35 days of date of issue;
 - (b) Instalment 2 - 50% of the rates and service charges within 2 months of (a);
- Option 3 Payment in four equal instalments, being-
 - (a) Instalment 1 - 25% of the rates and service charges within 35 days of date of issue;
 - (b) Instalment 2 - 25% of the rates and service charges within 2 months of (a);
 - (c) Instalment 3 - 25% of the rates and service charges within 2 months of (b); and
 - (d) Instalment 4 - 25% of the rates and service charges within 2 months of (c).

It is suggested that these payment options continue.

Administration fee and instalment interest charge

Section 6.45 of the Act permits Council to impose an administration charge where a payment of rate or service charge is made by instalments.

Regulations 67 and 68 of the *Local Government (Financial Management) Regulations 1996* limit how much can be imposed as an administration charge and as an instalment interest charge.

Traditionally the Shire has imposed an administration fee of \$5 on the second, third and fourth instalment payments.

It is suggested that a \$5 administration fee continue to apply to the second, third and fourth instalment payments.

The Shire has also previously imposed an instalment interest charge of 5.5% when option 2 or option 3 is selected by ratepayers.

Regulation 68 of the *Local Government (Financial Management) Regulations 1996* limits the maximum interest component to be imposed as an instalment interest charge to 5.5%. However, the State Government passed the *Local Government Amendment (COVID-19 Response) Act 2020* on 16 April 2020. This Act provided the power to the Minister for Local Government, Heritage, Culture and the Arts to modify or suspend provisions of the *Local Government Act 1995*. The Minister published an Order on 8 May 2020 that:

1. Limited the percentage of interest charged on rates instalments to 3.0%, unless the local government has a Financial Hardship Policy in place; and
2. Limited the percentage of interest charged on late payment of rates and charges to 8%, aligning it with the rate of interest charged by the Australian Taxation Office.

As Council does not have a Financial Hardship Policy, the maximum instalment interest charge that can be applied is 3.0%.

Accrual of interest on overdue rates or service charges

Section 6.51 of the Act permits Council to impose an interest charge on overdue rates or service charges.

Regulation 70 of *Local Government (Financial Management) Regulations 1996* limits the maximum rate of interest that can be imposed on overdue rates or service charges to 11%. However, the State Government passed the *Local Government Amendment (COVID-19 Response) Act 2020* on 16 April 2020. This Act provided the power to the Minister for Local Government, Heritage, Culture and the Arts to modify or suspend provisions of the *Local Government Act 1995*. The Minister published an Order on 8 May 2020 that:

1. Limited the percentage of interest charged on rates instalments to 3.0%, unless the local government has a Financial Hardship Policy in place; and
2. Limited the percentage of interest charged on late payment of rates and charges to 8%, aligning it with the rate of interest charged by the Australian Taxation Office.

The Shire has previously imposed a late payment interest charge of 10% on overdue rates or service charges not paid by the due date.

As a result of the Ministerial Order, Council can only impose an interest charge of 8.0% on overdue rates or service charges not paid by the due date.

OFFICER RECOMMENDATION/S – ITEM NO 8.5.6

That Council:

1. Pursuant to Section 6.45 of the Local Government Act 1995, offer three payment options for rates and service charges for the 2019-20 financial year, being-
 - (a) Option 1 – Payment in full by a single instalment by the due date, being 35 days from the date of issue of the rate notice;
 - (b) Option 2 – Payment in two equal instalments, being
 - (i) Instalment 1 - 50% of the rates and service charges within 35 days of date of issue of the rate notice;
 - (ii) Instalment 2 - 50% of the rates and service charges within 2 months of (i);
 - (c) Option 3 - Payment in four equal instalments, being
 - (i) Instalment 1 - 25% of the rates and service charges within 35 days of date of issue of the rate notice;
 - (ii) Instalment 2 - 25% of the rates and service charges within 2 months of (i);
 - (iii) Instalment 3 - 25% of the rates and service charges within 2 months of (ii); and
 - (iv) Instalment 4 - 25% of the rates and service charges within 2 months of (iii).

2. Pursuant to Section 6.45 of the Local Government Act 1995, impose an instalment administration charge of \$5 (GST Free), which is to apply to Instalment 2 under payment option 2; and Instalment 2, 3 and 4 under payment option 3.
3. Pursuant to Section 6.45 of the Local Government Act 1995, impose an instalment interest charge of 3.0%, which is to apply to Instalment 2 under payment option 2; and Instalments 2, 3 and 4 under payment option 3.
4. Pursuant to Section 6.51 of the Local Government Act 1995, impose an 8.0% rate of penalty interest on overdue rates and service charges that remain unpaid after the due date.

COUNCIL DECISION – 6399

Moved: Cr Mizia, Seconded: Cr Coumbe

That Council:

1. Pursuant to Section 6.45 of the Local Government Act 1995, offer three payment options for rates and service charges for the 2019-20 financial year, being-
 - (a) Option 1 – Payment in full by a single instalment by the due date, being 35 days from the date of issue of the rate notice;
 - (b) Option 2 – Payment in two equal instalments, being
 - (i) Instalment 1 - 50% of the rates and service charges within 35 days of date of issue of the rate notice;
 - (ii) Instalment 2 - 50% of the rates and service charges within 2 months of (i);
 - (c) Option 3 - Payment in four equal instalments, being
 - (i) Instalment 1 - 25% of the rates and service charges within 35 days of date of issue of the rate notice;
 - (ii) Instalment 2 - 25% of the rates and service charges within 2 months of (i);
 - (iii) Instalment 3 - 25% of the rates and service charges within 2 months of (ii); and
 - (iv) Instalment 4 - 25% of the rates and service charges within 2 months of (iii).
2. Pursuant to Section 6.45 of the Local Government Act 1995, impose an instalment administration charge of \$5 (GST Free), which is to apply to Instalment 2 under payment option 2; and Instalment 2, 3 and 4 under payment option 3.
3. Pursuant to Section 6.45 of the Local Government Act 1995, impose an instalment interest charge of 3.0%, which is to apply to Instalment 2 under payment option 2; and Instalments 2, 3 and 4 under payment option 3.
4. Pursuant to Section 6.51 of the Local Government Act 1995, impose an 8.0% rate of penalty interest on overdue rates and service charges that remain unpaid after the due date.

**CARRIED: 7/0
By Absolute Majority**

**8.5.7 Budget Statement of Financial Activity and Materiality Threshold for
2020/2021 Annual Budget**

CORPORATE

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment 1	Budget Statement of Financial Activity

Voting Requirement	:	Absolute Majority
Subject Index	:	161002
Location / Property Index	:	N/A
Application Index	:	N/A
Land Use	:	N/A
Lot Area	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	August 2019
Applicant	:	N/A
Owner	:	N/A
Report Author	:	Darren Long, Finance Consultant
Responsible Officer	:	Chief Executive Officer

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, town planning schemes & policies.*
- Review** *When Council reviews decisions made by Officers.*
- Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

The purpose of this report is for Council to give consideration to the adoption of the-

1. Budget Statement of Financial Activity for the period ending 30 June 2021; and
2. Materiality thresholds to apply when reporting material variances in the Statement of Financial Activity.

SUMMARY AND KEY ISSUES

- | |
|---|
| <ul style="list-style-type: none">• See officers comments |
|---|

LOCATION

N/A

BACKGROUND

Regulation 34 of the *Local Government (Financial Management) Regulations 1996* requires Council to prepare a budget monthly Statement of Financial Activity.

Regulation 34 states-

34. Financial activity statement required each month (Act s. 6.4)

(1A) In this regulation —

committed assets means revenue unspent but set aside under the annual budget for a specific purpose.

- (1) A local government is to prepare each month a statement of financial activity reporting on the revenue and expenditure, as set out in the annual budget under regulation 22(1)(d), for that month in the following detail —
 - (a) annual budget estimates, taking into account any expenditure incurred for an additional purpose under section 6.8(1)(b) or (c); and
 - (b) budget estimates to the end of the month to which the statement relates; and
 - (c) actual amounts of expenditure, revenue and income to the end of the month to which the statement relates; and
 - (d) material variances between the comparable amounts referred to in paragraphs (b) and (c); and
 - (e) the net current assets at the end of the month to which the statement relates.
- (2) Each statement of financial activity is to be accompanied by documents containing —
 - (a) an explanation of the composition of the net current assets of the month to which the statement relates, less committed assets and restricted assets; and
 - (b) an explanation of each of the material variances referred to in subregulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.
- (3) The information in a statement of financial activity may be shown —

- (a) according to nature and type classification; or
 - (b) by program; or
 - (c) by business unit.
- (4) A statement of financial activity, and the accompanying documents referred to in subregulation (2), are to be —
- (a) presented at an ordinary meeting of the council within 2 months after the end of the month to which the statement relates; and
 - (b) recorded in the minutes of the meeting at which it is presented.
- (5) Each financial year, a local government is to adopt a percentage or value, calculated in accordance with the AAS, to be used in statements of financial activity for reporting material variances.

CONSULTATION

Draft budget workshop with all Councillors on 11 August 2020.

STRATEGIC IMPLICATIONS

This report forms part of the 2020-2021 Annual Budget. The 2020-2021 Annual Budget has taken into consideration the actions listed in the Corporate Business Plan, where fiscally possible. The actions in the Corporate Business Plan reflect the objectives and desired outcomes within Council's Strategic Community Plan.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

Local Government (Financial Management) Regulations 1996, r34.

FINANCIAL IMPLICATIONS

This report forms part of the 2020-2021 Annual Budget and relevant information is disclosed in the Budget Statement of Financial Activity.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

In order to meet the reporting requirements of Regulation 34, a twelve month budget has been prepared for the 2020-2021 financial year in the required format and is attached for Councils consideration.

The suggested materiality threshold and percentage for reporting material variances in the Statement of Financial Activity are as follows-

10% or \$5,000, whichever is the greater.

OFFICER RECOMMENDATION/S – ITEM NO 8.5.7

That Council:

1. Pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, adopts the 2020-2021 Budget Statement of Financial Activity.
2. Pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, adopts the following as the materiality threshold for 2020-2021:
 - (a) \$5,000 or 10%, whichever is the greater.

COUNCIL DECISION – 6400

Moved: Cr Mizia, Seconded: Cr Dayman

That Council:

1. Pursuant to Regulation 34 of the Local Government (Financial Management) Regulations 1996, adopts the 2020-2021 Budget Statement of Financial Activity.
2. Pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, adopts the following as the materiality threshold for 2020-2021:
 - (a) \$5,000 or 10%, whichever is the greater.

**CARRIED: 7/0
By Absolute Majority**

8.5.8 Adoption of 2020/2021 Annual Budget

CORPORATE

ATTACHMENT DETAILS

<u>Attachment No</u>	<u>Details</u>
Attachment 1	Proposed 2020-2021 Annual Budget – Under separate cover

Voting Requirement	:	Absolute Majority
Subject Index	:	161002
Location / Property Index	:	N/A
Application Index	:	N/A
Land Use	:	N/A
Lot Area	:	N/A
Disclosure of any Interest	:	Nil
Previous Items	:	August 2019
Applicant	:	N/A
Owner	:	N/A
Report Author	:	Darren Long, Finance Consultant
Responsible Officer	:	Chief Executive Officer

COUNCIL ROLE

- Advocacy** *When Council advocates on its own behalf or on behalf of its community to another level of government / body / agency.*
- Executive** *The substantial direction setting and oversight role of the Council eg. adopting plans and reports, accepting tenders, directing operations, setting and amending budgets.*
- Legislative** *Includes adopting local laws, town planning schemes & policies.*
- Review** *When Council reviews decisions made by Officers.*
- Quasi-Judicial** *When Council determines an application / matter that directly affect a person's right and interests. The judicial character arises from the obligation to abide by the principles of natural justice. Examples of quasi-judicial authority include town planning applications, building licences, applications for other permits / licences (eg under Health Act, Dog Act or Local Laws) and other decisions that may be appealable to the State Administrative Tribunal.*

PURPOSE OF REPORT

The purpose of this report is for Council to consider and adopt the 2020-2021 Annual Budget.

SUMMARY AND KEY ISSUES

- See officers comments

LOCATION

N/A

BACKGROUND

The draft budget has been prepared in accordance with the presentations made to Councillors at the workshop held on 11 August 2020. The following draft Annual Budget is presented to Council, as a balanced budget, for consideration and adoption.

The 2020-2021 Annual Budget has been prepared in accordance with Section 6.2 of the *Local Government Act 1995* and the *Local Government (Financial Management) Regulations Part 3, Regulations 22 to 33*.

CONSULTATION

Draft budget workshop with all Councillors on 11 August 2020.

STRATEGIC IMPLICATIONS

The adoption of the annual budget provides the strategic direction of Council for the next twelve months.

POLICY IMPLICATIONS

There are no significant policy implications evident at this time.

STATUTORY IMPLICATIONS

Local Government Act (1995) s.6.2. (1) states that each Local Government is to prepare an annual budget prior to 31 August, unless an extension from the Minister is granted.

FINANCIAL IMPLICATIONS

The 2019-20 budget is presented as a balanced budget.

ENVIRONMENTAL IMPLICATIONS

There are no environmental implications at this time.

SOCIAL IMPLICATIONS

There are no social implications at this time.

OFFICER COMMENT

The 2020-2021 Annual Budget comprises the following information-

1. Budget Statement of Comprehensive Income By Nature/Type for the Year Ending 30 June 2021
2. Budget Statement of Comprehensive Income By Program for the Year Ending 30 June 2021
3. Budget Statement of Cash Flows for the Year Ending 30 June 2021
4. Budget Rate Setting Statement by Program for the Year Ending 30 June 2021
5. Budget Statement of Financial Activity for the Year Ending 30 June 2021
6. Notes to the Budget
7. Detailed Operating & Non-Operating Statements

Budget Highlights

Governance

An allocation of \$23,000 has be set aside in the budget to review and update Integrated Planning documents, including Asset Management Plans and Long Term Financial Plan.

An allocation of \$14,000 has be set aside in the budget to undertake fair values for Furniture and Equipment, and Plant and Equipment asset classes.

Community Amenities

An allocation of \$19,994 has be set aside in the budget for NRM projects. These costs will be offset by Landcare grant funding of \$19,994 held as restricted cash.

Recreation & Culture

An allocation of \$22,500 has be set aside in the budget for the recreation development program.

Transport

An allocation of \$715,539 has been set aside for road maintenance.

Economic Services

An allocation of \$67,596 has be set aside in the budget for the control of noxious weeds/pest plants. These costs will be offset by a grant of \$61,933.

Capital Expenditure Program

\$19,373 has been set aside for Transfer to the Plant Reserve to assist fund future plant purchases.

\$10,000 has been set aside in the budget to relocate the CEO office to the library and shift the library into the CEO's office.

\$8,000 has been set aside in the budget to replace furniture and equipment at the recreation centre.

\$353,700 has been set aside in the budget to fund the construction of a new fire brigade building. This will be mostly funded by an ESL grant of \$323,700.

\$120,000 has been set aside in the budget to upgrade the effluent drainage system at the Grangarin units. This will be funded by a loan of \$85,000 and the remainder from General Funds.

\$8,000 has be set aside in the budget for renewal works to Council housing stock.

\$10,000 has be set aside in the budget for renewal works to the Post Office building.

Provision has been made in the budget for renewal works to the Hall of \$10,000, the Museum of \$10,000 and to McCorry's Hotel for \$10,000.

\$104,000 has been set aside for the replacement of light vehicles.

\$67,000 has been set aside for the replacement of heavy plant and equipment.

\$276,350 will be spent on the Nungarin North Road, with \$184,233 of grant funding coming from the Regional Road Group funding pool.

Provision has been made in the budget for \$194,009 of Roads to Recovery projects, with \$194,009 of grant funding coming from the Commonwealth Government.

\$28,000 will be spent on Councils own road construction projects.

OFFICER RECOMMENDATION/S – ITEM NO 8.5.8

That Council Pursuant to Section 6.2 of the Local Government Act 1995 and the Local Government (Financial Management) Regulations Part 3, Regulations 22 to 33, adopt the 2020-21 Annual Budget (as contained in Attachment 1) for the Shire of Nungarin, including the following-

- (a) Budget Statement of Comprehensive Income by Nature/Type for the year ending 30 June 2021 showing a net result of (\$674,566);
- (b) Budget Statement of Comprehensive Income by Program for the year ending 30 June 2021 showing a net result of (\$674,566);
- (c) Budget Statement of Cash Flows for the year ending 30 June 2021;
- (d) Budget Rate Setting Statement by Program for the year ending 30 June 2021 showing an amount required to be raised from general rates of \$576,598;
- (e) Budget Statement of Financial Activity for the year ending 30 June 2021;
- (f) Rates and Services Charges;
- (g) Net Current Assets;
- (h) Reconciliation of Cash;
- (i) Fixed Assets;
- (j) Asset Depreciation;
- (k) Borrowings;
- (l) Cash Backed Reserves;

- (m) Fees and Charges;
- (n) Grant Revenue;
- (o) Other Information;
- (p) Major Land Transactions;
- (q) Trust information;
- (r) Significant Accounting Policies;
- (s) Detailed Operating and Capital Budget papers;
- (t) Schedule of Fees and Charges for 2020-2021

COUNCIL DECISION – 6401

Moved: Cr Lee, Seconded: Cr Mizia

That Council Pursuant to Section 6.2 of the Local Government Act 1995 and the Local Government (Financial Management) Regulations Part 3, Regulations 22 to 33, adopt the 2020-21 Annual Budget (as contained in Attachment 1) for the Shire of Nungarin, including the following-

- (a) Budget Statement of Comprehensive Income by Nature/Type for the year ending 30 June 2021 showing a net result of (\$674,566);**
- (b) Budget Statement of Comprehensive Income by Program for the year ending 30 June 2021 showing a net result of (\$674,566);**
- (c) Budget Statement of Cash Flows for the year ending 30 June 2021;**
- (d) Budget Rate Setting Statement by Program for the year ending 30 June 2021 showing an amount required to be raised from general rates of \$576,598;**
- (e) Budget Statement of Financial Activity for the year ending 30 June 2021;**
- (f) Rates and Services Charges;**
- (g) Net Current Assets;**
- (h) Reconciliation of Cash;**
- (i) Fixed Assets;**
- (j) Asset Depreciation;**
- (k) Borrowings;**
- (l) Cash Backed Reserves;**
- (m) Fees and Charges;**
- (n) Grant Revenue;**
- (o) Other Information;**
- (p) Major Land Transactions;**
- (q) Trust information;**
- (r) Significant Accounting Policies;**
- (s) Detailed Operating and Capital Budget papers;**
- (t) Schedule of Fees and Charges for 2020-2021**

**CARRIED: 7/0
By Absolute Majority**

9. DELEGATES REPORTS

(Elected members who are delegates to other Forums may present a verbal or written report)

- Cr O'Connell has submitted a written report.
- Cr Lee attended the Museum meeting and advised they are working on their new 5 year plan
- Cr Dayman attended a Tidy Town meeting and advised that Clean-up kits are available from the CRC.

10. NEW BUSINESS OF AN URGENT NATURE

(New business of an urgent nature approved by the Presiding member)

Nil

11. MOTIONS ON NOTICE

(Automatically sent back to Administration for consideration at the next Council meeting)

Nil

12. CONFIDENTIAL ITEMS OF BUSINESS

Nil

13. CLOSURE

There being no further business the meeting closed at 4:09pm.

Presiding Member

Date