



AGENDA FOR THE ORDINARY COUNCIL MEETING

15 JULY 2020



Ordinary Council Meeting Notice Paper

15 July 2020

An Ordinary Meeting of Council is called for Wednesday, 15 July 2020, to be held in the Council Chambers at 21 Victoria Street, Mingenew commencing at 4.30 pm. Members of the public are most welcome to attend.

Nils Hay
Chief Executive Officer
10 July 2020

DISCLAIMER

The purpose of Council Meetings is to discuss, and where possible, make resolutions about items appearing on the agenda. Whilst Council has the power to resolve such items and may in fact, appear to have done so at the meeting, no person should rely on or act on the basis of such decision or on any advice or information provided by a Member or Officer, or on the content of any discussion occurring, during the course of the meeting.

Persons should be aware that the provisions of the Local Government Act 1995 (Section 5.25 (e)) establish procedures for revocation or rescission of a Council decision. No person should rely on the decisions made by Council until formal advice of the Council decision is received by that person. The Shire of Mingenew expressly disclaims liability for any loss or damage suffered by any person as a result of relying on or acting on the basis of any resolution of Council, or any advice or information provided by a Member or Officer, or the content of any discussion occurring, during the course of the Council meeting.

PROCEDURE FOR PUBLIC QUESTION TIME, DEPUTATIONS, PRESENTATIONS AND PETITIONS AT COUNCIL MEETINGS

Council thanks you for your participation in Council Meetings and trusts that your input will be beneficial to all parties. Council has a high regard for community input where possible, in its decision making processes.

<p>Petitions A formal process where members of the community present a written request to the Council.</p>	<p>Deputations A formal process where members of the community request permission to address Council or Committee on an issue.</p>	<p>Presentations An occasion where awards/gifts may be accepted by the Council on behalf of the community, when the Council makes a presentation to a worthy recipient or when agencies may present a proposal that will impact on the Local Government</p>
---	---	--

PROCEDURE FOR DEPUTATIONS

The Council allows for members of the public to make a deputation to Council on an issue related to Local Government business. Any person or group wishing to be received as a deputation by the Council shall send to the CEO an application:

- I. Setting out the agenda item to which the deputation relates;
- II. Whether the deputation is supporting or opposing the officer's or Committee's recommendation; and
- III. Include sufficient detail to enable a general understanding of the purpose of the deputation.

Notice of deputations need to be received by 5pm on the day before the meeting and agreed to by the Presiding Member. Please contact the Shire via telephone on 99281192 or email governance@mingenew.wa.gov.au to arrange your deputation.

Where a deputation has been agreed to, during the meeting the Presiding Member will call upon the relevant person(s) to come forward and address Council.

A Deputation invited to attend a Council meeting:

- I. is not to exceed five (5) persons, only two (2) of whom may address the Council, although others may respond to specific questions from Members;
- II. is not to address the Council for a period exceeding ten (10) minutes without the agreement of the Council; and
- III. additional members of the deputation may be allowed to speak with the agreement of the Presiding Member.

Council is unlikely to take any action on the matter discussed during the deputation without first considering an officer's report on that subject in a later Council agenda.

PROCEDURE FOR PRESENTATION

Notice of presentations being accepted by Council on behalf of the community, or agencies presenting a proposal, need to be received by 5pm on the day before the meeting and agreed to by the Presiding Member. Please contact the Shire via telephone on 99281102 or email governance@mingenew.wa.gov.au to arrange your presentation.

Where the Council is making a presentation to a worthy recipient, the recipient will be advised in advance and asked to attend the Council meeting to receive the award.

All presentations will be received / awarded by the Shire President or an appropriate Councillor.

PROCEDURE FOR PETITIONS

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 July 2020

Please note the following protocol for submissions of petitions. Petitions must:

- be addressed to the Shire President.
- be made by electors of the district.
- state the request on each page of the petition.
- contain the names, addresses and signatures of the elector(s) making the request, and the date each elector signed.
- contain a summary of the reasons for the request.
- state the name and address of the person whom arranged the petition for correspondence to be delivered to, as correspondence is not sent to all the signatures on the petition.

Where a petition does not relate to or conform to the above it may be treated as an 'informal' petition and the Chief Executive Officer may at his discretion forward the petition to Council accompanied by an officer report.

PROCEDURE FOR PUBLIC QUESTION TIME

The Council extends a warm welcome to you in attending any meeting of the Council. Council is committed to involving the public in its decision-making processes whenever possible, and the ability to ask questions during 'Public Question Time' is of critical importance in pursuing this public participation objective.

Council (as required by the Local Government Act 1995) sets aside a period of 'Public Question Time' to enable a member of the public to put up to two (2) questions to Council. Questions should only relate to the business of Council and should not be a statement or personal opinion. Upon receipt of a question from a member of the public, the Shire President may either answer the question or direct it to a Councillor or an Officer to answer, or it will be taken on notice.

Having regard for the requirements and principles of Council, the following procedures will be applied in accordance with the Shire of Mingenew Standing Orders Local Law 2017:

1. Public Questions Time will be limited to fifteen (15) minutes.
2. Public Question Time will be conducted at an Ordinary Meeting of Council immediately following "Responses to Previous Public Questions Taken on Notice".
3. Each member of the public asking a question will be limited to two (2) minutes to ask their question(s).
4. Questions will be limited to two (2) per person.
5. Please state your name and address, and then ask your question.
6. Questions should be submitted to the Chief Executive Officer in writing by 5pm on the day before the meeting and be signed by the author. This allows for an informed response to be given at the meeting.
7. Questions that have not been submitted in writing by 5pm on the day before the meeting will be responded to if they are straightforward.
8. If any question requires further research prior to an answer being given, the Presiding Member will indicate that the "question will be taken on notice" and a response will be forwarded to the member of the public following the necessary research being undertaken.
9. Where a member of the public provided written questions then the Presiding Member may elect for the questions to be responded to as normal business correspondence.
10. A summary of the question and the answer will be recorded in the minutes of the Council meeting at which the question was asked.

- **During the meeting, no member of the public may interrupt the meetings proceedings or enter into conversation.**
- **Members of the public shall ensure that their mobile telephone and/or audible pager is not switched on or used during any meeting of the Council.**
- **Members of the public are hereby advised that use of any electronic, visual or audio recording device or instrument to record proceedings of the Council is not permitted without the permission of the Presiding Member.**

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 July 2020

TABLE OF CONTENTS

1.0	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS.....	6
2.0	RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE	6
3.0	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE	6
4.0	PUBLIC QUESTION TIME / PUBLIC STATEMENT TIME.....	6
5.0	APPLICATIONS FOR LEAVE OF ABSENCE	6
6.0	PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS	6
7.0	CONFIRMATION OF PREVIOUS MEETING MINUTES.....	6
7.1	ORDINARY COUNCIL MEETING HELD 17 JUNE 2020.....	7
7.2	SPECIAL COUNCIL MEETING HELD 25 JUNE 2020.....	7
8	ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION	7
9	DECLARATIONS OF INTEREST	7
10	RECOMMENDATIONS OF COMMITTEES	7
11	CHIEF EXECUTIVE OFFICER REPORTS	8
11.1	MINGENEW-IRWIN GROUP SPONSORSHIP AGREEMENT 2020 - 2023.....	8
11.2	ACCESS AND INCLUSION POLICIES AND PROCEDURES.....	11
11.3	APPOINTMENT OF VOTING DELEGATES FOR WALGA AGM 2020.....	14
11.4	CORPORATE BUSINESS PLAN ANNUAL REVIEW.....	16
11.5	DROUGHT COMMUNITIES PROGRAMME (DCP) & LOCAL ROADS AND COMMUNITY INFRASTRUCTURE (LRCI) PROJECT PRIORITISATION	20
11.6	5 YEAR ROAD PLAN ANNUAL REVIEW	24
12.0	FINANCE AND ADMINISTRATION MANAGER REPORTS	26
12.1	FINANCIAL REPORT FOR THE PERIOD ENDED 30 JUNE 2020	26
12.2	LIST OF PAYMENTS FOR THE PERIOD 1 JUNE 2020 TO 30 JUNE 2020	29
12.3	ADOPTION OF 2020/21 BUDGET	31
13.0	MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN/FOR CONSIDERATION AT.....	36
	FOLLOWING MEETING	36
14.0	NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING	36
15.0	CONFIDENTIAL ITEMS.....	36
16.0	TIME AND DATE OF NEXT MEETING	36
17.0	CLOSURE.....	36



**AGENDA FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD IN THE COUNCIL CHAMBERS AT
21 VICTORIA STREET, MINGENEW ON 15 JULY 2020 COMMENCING AT 4.30PM**

1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS

The Presiding Member declared the meeting open at ____pm.

2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE

COUNCILLORS

JD Bagley	Councillor	Rural Ward
GJ Cosgrove	Councillor	Town Ward
HR McTaggart	Councillor	Rural Ward
HM Newton	Councillor	Town Ward
RW Newton	Councillor	Rural Ward
AR Smyth (via phone)	Councillor	Town Ward

APOLOGIES

CV Farr	Councillor	Town Ward
---------	------------	-----------

STAFF

N Hay	Chief Executive Officer
J Clapham	Finance Manager
B Bow	Governance Officer
R Brennan	Works Supervisor

3.0 RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE

Nil.

4.0 PUBLIC QUESTION TIME / PUBLIC STATEMENT TIME

5.0 APPLICATIONS FOR LEAVE OF ABSENCE

6.0 PETITIONS/DEPUTATIONS/PRESENTATIONS/SUBMISSIONS

Nil.

7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES

7.1 ORDINARY COUNCIL MEETING HELD 17 JUNE 2020

OFFICER RECOMMENDATION - ITEM 7.1

That the Minutes of the Ordinary Council Meeting of the Shire of Mingenew held in the Council Chambers on 17 June 2020 be confirmed as a true and accurate record of proceedings.

7.2 SPECIAL COUNCIL MEETING HELD 25 JUNE 2020

OFFICER RECOMMENDATION - ITEM 7.1

That the Minutes of the Special Meeting of the Shire of Mingenew held in the Council Chambers on 25 June 2020 be confirmed as a true and accurate record of proceedings.

8 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION

9 DECLARATIONS OF INTEREST

10 RECOMMENDATIONS OF COMMITTEES
Nil

11 CHIEF EXECUTIVE OFFICER REPORTS

11.1 MINGENEW-IRWIN GROUP SPONSORSHIP AGREEMENT 2020 - 2023

Location/Address:	Shire of Mingenew
Name of Applicant:	Mingenew-Irwin Group / Shire of Mingenew
Disclosure of Interest:	Nil
File Reference:	ADM0331
Date:	9 June 2020
Author:	Erin Greaves, Governance Officer
Authorising Officer:	Nils Hay, Chief Executive Officer
Voting Requirements:	Simple Majority

Summary

To consider a new 3-year Sponsorship Agreement with the Mingenew-Irwin Group that formally captures the cash and in-kind contributions provided by the Shire.

Key Points

- The current Mingenew-Irwin Group Sponsorship Agreement is due to expire on 30 June 2020 which currently provides for an annual cash contribution of \$3,000 per annum to be made by the Shire to MIG in return for recognition and promotion of the Shire's support, and other marketing opportunities through MIG-hosted events.
- The new agreement captures the above as well as recognising Council's support of MIG through the provision of subsidised housing for the Executive Officer and exclusive use of the MIG building for its business operations

OFFICER RECOMMENDATION – ITEM 11.1

That Council:

1. **Accepts the new Mingenew-Irwin Group (MIG) Sponsorship Agreement 2020 – 2023, with Council to be recognised as a Diamond-level sponsor; and**
2. **Enters into a formal peppercorn lease agreement with the Mingenew-Irwin Group for a portion of Lot 430 Midlands Road, Mingenew (excluding the area used for the Tourist Centre) currently used by MIG for its administrative operations for a five-year term with the option to renew, authorising the Chief Executive Officer to execute the agreement.**

Attachment

11.1.1 Current Sponsorship Agreement to 30 June 2020

11.1.2 Proposed new Sponsorship Agreement 2020 - 2023

Background

Mingenew-Irwin Group (MIG) and the Shire of Mingenew have a long-established partnership, in which Council has supported MIG in annual cash contributions, the provision of suitable housing for the Executive Officer at a subsidised rate and the supply of the MIG building. In turn MIG have appropriately marketed the Shire as diamond-level sponsor and contributed to the maintenance and upkeep of the MIG building.

Comment

MIG is a unique research and development organisation that supports local agricultural development and education but relies heavily on government grants and sponsorship. By providing ongoing support to MIG, it is anticipated that they can contribute to the community's strategy to *"Build capacity for global impact agricultural research and development program supported by training and education model"*. Through the Sponsorship Agreement MIG are committed to working collaboratively with the Shire to achieve shared objectives.

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 July 2020

The provision of suitable housing for the MIG Executive Officer role is an indirect action that aims to meet the community's Strategic Community Plan goal to "*Attract visitors to Mingenew by making it a highly desirable and dynamic place to visit and live resulting in an increase population*" and "*Ensure Mingenew is supporting local businesses to grow and maintain employment within the community*". To support people living and working in Mingenew, the Shire currently makes available one of the 4x2 executive homes built by Karara Mining, located at Lot 109 Victoria Street, Mingenew, for the MIG CEO. This arrangement is unique to MIG and is a result of previous administration's negotiations with MIG to attract suitably qualified professionals to our community.

The provision of the MIG building under a peppercorn, written lease has not been considered formally by Council. It is understood that when MIG was first established they contributed significantly to necessary building work and repairs to make the space fit for purpose. In recognition of the work undertaken at MIG's cost, it has been suggested that the Shire made a commitment to provide the facility at little to no cost although not necessarily indefinitely. A formal record of this arrangement has not been located.

Whilst it could be considered that MIG's business structure and historical relationship with the Shire is unique, other, similar local organisations do not have access to the same level of financial support. Council could consider leasing the MIG building at a commercial rate and encourage them to apply for financial support through the Community Assistance Scheme which would allow Council to give equal consideration to organisations and their ability to provide benefit to the community. As MIG are limited in their capacity to raise income this could be determinantal to their business operations and viability given Council's ongoing support consistently over the years.

Consultation

Kathryn Fleay, Mingenew-Irwin Group Executive Officer
MIG Board President and Deputy
Councillors (Concept Forum May 2020)
WALGA – advice regarding disposal of property requirements under the Act

The MIG Board, via the Executive Officer, have indicated their desire to continue with the current arrangements, with only minor amendments made to the sponsorship rights and responsibilities.

Statutory Environment

Local Government Act 1995
Local Government (Functions and General) Regulations 1996

Section 3.58 of the Act outlines the statutory requirements for disposing of property which includes to lease, sell or otherwise dispose of. However, as a local agricultural research-based organisation, the lease to Mingenew-Irwin Group is considered to be for "educational" purposes or "other like nature", as per Regulation 30(2)(b) of the *Local Government (Functions and General) Regulations 1996* and is therefore excluded from the application of s3.58.

Policy Implications

Nil.

Financial Implications

The Sponsorship Agreement commits Council to a \$3,000 per annum cash contribution (no change to the previous agreement) to Mingenew-Irwin Group (MIG) and recognises the 50% subsidy provided to MIG for the provision of appropriate housing for the Executive Officer and the peppercorn lease for the MIG office building.

The home leased for the Executive Officer is currently leased at \$313 per week, which equates to a subsidy contribution of \$8,138 per annum.

The market value of the MIG building is unknown however the recent lease of the old NAB building to the Hinterland Collaborative could be used as a comparison which equates to approximately \$200 per week.

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 July 2020

Based on these calculations, the Shire's contribution is approximately \$12,500 per annum as a monetary value.

Strategic Implications

Strategic Community Plan 2019-2029

Strategy 3.2.3 Build capacity for global impact agricultural research and development program supported by training and education model

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 July 2020

11.2 ACCESS AND INCLUSION POLICIES AND PROCEDURES

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
Disclosure of Interest:	Nil
File Reference:	ADM0193
Date:	24 June 2020
Author:	Erin Greaves, Governance Officer
Authorising Officer:	Nils Hay, Chief Executive Officer
Voting Requirements:	Simple Majority

Summary

To consider the adoption of three new Council Policies that outline Council's commitment to providing improved access to facilities and information for its community.

Key Points

- The Shire's Disability Access and Inclusion Plan 2019-2024 identified a number of policies that were to be developed as part of the Implementation Plan.

OFFICER RECOMMENDATION – ITEM 11.2

That Council:

1. **Adopts the following policies for incorporation into the Council Policy Manual as presented in attachment 11.2.1:**
 - 1.2.10 Access and Inclusion Policy
 - 1.2.11 Accessible Information Policy
 - 1.2.12 Reasonable Adjustment Policy; and
2. **Notes the associated operational procedures as presented in Attachment 11.2.1;**
3. **Schedules the adopted policies for review in accordance with Council's Policy Review Schedule adopted at the September 2019 Council meeting.**

Attachment

11.2.1 Draft Access and Inclusion Policies and Procedures

Background

Council adopted a new Disability Access and Inclusion Plan in August 2019 following a comprehensive review of the previous Plan. The Western Australian *Disability Services Act 1993* requires all local governments to develop and implement a Disability Access and Inclusion Plan (DAIP) to ensure that people with disabilities have equal access to facilities and services.

Other legislation underpinning access and inclusion includes the Equal Opportunity Act (1984) and the Disability Discrimination Act 1992 (Cth), both of which make discrimination on the basis of a person's disability illegal.

Council's role in policy making for improved access and inclusion lies in the *Local Government Act 1995* which provides, 'for a system of local government in Western Australia'. The intention of the *Local Government Act 1995* is:

- a) better decision making by Local Government;
- b) greater community participation in the decisions and affairs of Local Governments;
- c) greater accountability of Local Governments to their communities; and
- d) more efficient and effective Local Government.

Part 3 of the Act describes the general, legislative and executive functions of Local Government. Section 3.1(1) states; The general function of a local government is to provide for the good government of persons in its district.² The Act is

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 July 2020

based on the principle of basic competencies, that is Local Governments can perform any functions that they believe are good for the people in their district provided that this is not specifically prohibited in the Act or other laws.

The State Government, through legislation, determines a number of activities that will be undertaken by all Local Governments. Beyond this there is scope for policy decisions at the local level. As a local democracy, Elected Members in consultation with their communities determine this policy choice. That is why all Local Governments are different. Some Local Governments, generally due to resource constraints, focus solely on their statutory functions. Other Local Governments undertake functions beyond statutory obligations, generally based on the needs of their local community.

This policy scope at the local level is critical and understanding the vision and strategic plan of each Local Government is crucial in contextualizing DAIPs into each Local Government context.

Comment

The proposed policies have been developed in consultation with the Shire's DAIP and influenced by the Department of Communities' Disability services guides and other local government policies. A brief summary of the policies is provided below:

1.2.10 Access and Inclusion Policy

Outlines Council's overall commitment to ensure that the Shire is accessible to all members of the community including people with disability, their families and carer's.

1.2.11 Accessible Information Policy and Procedure

The policy outlines key strategies for how information and documents will be accessible to all communities and the procedure provides specific detail regarding what documents and information may be available and how it may be presented. Particularly the procedure recommends that all publications be made available in alternative formats and that this be promoted to the broader community.

1.2.12 Reasonable Adjustment Policy and Procedure

This policy outlines Council's commitment to ensuring that the shire's employment practices are inclusive and reasonably accommodating for people with disability. The procedure outlines the type of actions that may be considered reasonable, promoting this policy, responding to requests, making decisions, implementing adjustments and reviewing them to ensure the system continues to meet the needs of the employee and employer.

Consultation

Councillors (Concept Forum June 2020)
Department of Communities – Disability Services (website)
Other local governments

Statutory Environment

Local Government Act 1995
Disability Services Act 1993
Equal Opportunity Act 1984
Disability Discrimination Act 1992 (Cth)

Policy Implications

New policies as presented.

Financial Implications

Nil.

Strategic Implications

Strategic Community Plan 2019-2029
Strategy 1.1.2 Provide buildings, facilities and services to meet community needs
Strategy 1.3.2 Provide services and processes to enhance public safety

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 July 2020

Strategy 2.1.2 Develop healthcare and recreation services for all the community to ensure the well-being and health of all age groups within the community

Disability Access and Inclusion Plan 2019-2024

Outcome 1 Strategy – ensure that all policies and practices that govern the operation of council facilities, functions and services are consistent with Council policy regarding access

Outcome 3 Strategy - Improve staff awareness of accessible information needs and how to obtain information in other formats.

Outcome 5 Strategy - Council will ensure that current grievance mechanisms are accessible for people with disability and are acted upon.

Outcome 7 Strategy - Use inclusive recruitment practices and Ensure policies and procedures are regularly reviewed.

11.3 APPOINTMENT OF VOTING DELEGATES FOR WALGA AGM 2020

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0118
Disclosure of Interest: Nil
Date: 29 June 2020
Author: Erin Greaves, Governance Officer
Authorising Officer: Nils Hay, Chief Executive Officer
Voting Requirements: Simple Minority

Summary

To nominate Council's voting delegates for the 2020 WA Local Government Association (WALGA) AGM set to be held on Friday, 25 September 2020.

OFFICER RECOMMENDATION – ITEM 11.3

That Council:

- a) nominates Cr _____ and Cr _____ as the Shire of Mingenew's voting delegates;
and
b) nominates Cr _____ and Cr _____ as proxy delegates,
at the 2020 WA Local Government Association (WALGA) AGM to be held on Friday, 25
September 2020.

Attachment

11.3.1 WALGA AGM Notice

11.3.2 Voting Delegate Information

Background

As a member Council of WALGA, the Shire is entitled to be represented by two (2) voting delegates at the Annual General Meeting of the WA Local Government Association each year.

The 2020 WALGA AGM is scheduled to be held on Friday, 25 September 2020 at Crown Perth. Usually the meeting coincides with the annual WA Local Government Convention but this event was cancelled due to the COVID-19 pandemic.

Only registered delegates or proxy registered delegates will be permitted to exercise voting entitlements on behalf of Member Councils. Delegates may be Elected Members or serving officers.

Comment

Should Council wish to submit a motion for inclusion in the Agenda, the Agenda AGM Notice provides instruction. It is specifically noted that any motions that propose alterations to WALGA's Constitution must be received by 17 July 2020, as required by the Constitution.

Once the delegates have been nominated, the Shire must provide notice of the delegates and any notices of motion by Friday, 31 July 2020.

Consultation

WALGA

Statutory Environment

Local Government Act 1995

Policy Implications

Nil.

Financial Implications

Nil.

Strategic Implications

Community Strategic Plan

Strategy 1.2.3 Provide sound corporate governance of Shire and create an attractive work environment

11.4 CORPORATE BUSINESS PLAN ANNUAL REVIEW

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
Disclosure of Interest:	Nil
File Reference:	ADM0120
Date:	8 May 2020
Author:	Nils Hay, CEO
Voting Requirement:	Absolute Majority

Summary

We are required to review the Shire's Corporate Business Plan 2019-23 on an annual basis, this document proposes an updated version of the CBP for the 20/21 Financial Year.

Key Points

- Annual review has seen addition of some new projects and changes to timing/scope of others
- Document updated to reflect FY18/19 financials
- Updated organizational chart also added
- Most changes relate to projects involving Drought Community Program or Local Roads and Community Infrastructure grants

OFFICER RECOMMENDATION – ITEM 11.4

That Council endorses the reviewed version of the Corporate Business Plan 2019-2023.

Attachment

11.4.1 CBP Excerpt with tracked changes

11.4.2 CBP Review Document Final for Adoption

Background

Council adopted the Corporate Business Plan 2019-23 at the July 2019 Ordinary Council Meeting. As such, it is due for its annual review.

A proposed review document was discussed at the June 2020 Concept Forum and added to following that discussion. The tracked changes excerpt is attached (as not all areas required changes), as is a final version for adoption with those changes incorporated.

Comment

The following changes were made in reviewing the document for the 20-21 Financial Year:

Functional Responsibilities:

- Updated in line with introduction of Works Manager role

Financial Profile:

- Updated to reflect FY18/19 Annual Report figures

Resourcing Requirements:

- 1.1.1b: Delivery of Coalseam Bridge project extended into FY21/22
- 1.1.1d: Funding of Philip Street parking allocated to LRCl
- 1.1.1f: No funding allocated to CBH-related road realignment for FY20/21

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 July 2020

- 1.1.2a: BBRF funding secured for railway station
- 1.1.2b: Planning and funding of Mingenew Town Hall pushed out 12 months
- 1.1.2c: Town carparks to be funded by LRCI
- 1.1.2d: Solar power system installation added (DCP project)
- 1.1.2e: Upgrade of recreation centre water infrastructure added (DCP project)
- 1.1.2f: Upgrade of shire depot shedding added (LRCI project)
- 1.2.1a: Long Term Financial Plan update delivery pushed out into FY20/21
- 1.2.1d: Review of rural rating added
- 1.2.2b: Community Satisfaction Survey pushed out 12 months
- 1.2.3a: Workforce Plan update delivery pushed out into FY20/21
- 1.2.3f: Shire Local Laws update added
- 1.3.2b: Road Safety Audits set to planning for remainder of CBP following fully Yandanooka NE Rd pickup in FY19-20
- 1.3.2c: Mingenew Fire Shed replacement added
- 1.4.2a: Delivery of transfer station pushed into FY20/21 as not completed in FY19/20
- 1.4.2b: Removal of asbestos moved into FY21/22 due to current project load
- 1.4.2.c: Container Deposit Scheme pushed back 12 months due to COVID/State Government delays
- 2.1.1a: Installation of equipment pushed back 12 months due to current lack of suitable venue
- 2.1.1b: Delivery of telehealth services brought forward into FY20/21 due to progress on this item
- 2.2.1a: DCP-funded child care centre upgrade taking place in FY20/21
- 2.3.1c: Planning and delivery of cultural events pushed back 12 months due to COVID impacts
- 2.3.1d: Planning for cultural hub pushed into FY20/21 as part of railway station project delivery
- 2.3.2a: DCP funding for tourist centre upgrade added for FY20/21
- 2.3.2b: Wildflower Country's North Midlands Regional Trails Plan expected to be fully funded in FY20/21
- 2.4.2c: LRCI funding proposed to be used for Mingenew Hill project
- 2.4.2d: Recreation facility consolidation planning pushed back to FY21/22 due to project load
- 2.4.2e: Skate Park project funding added for FY20/21
- 3..2.2a: Planning of industrial incubator extended into FY20/21 due to current project load
- 4.3.1b: Aim of reconstituting local business alliance added as part of business support activities
- 5.1.1a: Investigation/review of public wi-fi proposed in light of fixed wireless DCP project
- 5.1.2a: Fixed wireless DCP project added for FY20/21
- 5.2.2b: Small business incubator delivery brought forward into FY20/21 as part of DCP
- Some staffing references changed/updated (Works Supervisor to Works Manager for several items)

Workforce Plan:

- Text updated to reflect activities which took place in FY19/20

Risk Management:

- Updated to reflect updated Risk Register

Measuring performance:

- KPI added to incorporate delivery of Disability Action and Inclusion Plan
- Community Volunteering Pilot pushed back into 2021

It should be noted that – as with many of our planning documents – the CBP remains an ambitious set of targets for an organization our size to hit. This is reflected in the number of items that have had timeframes pushed out following the first year (although acknowledging that a number of new items have also been inserted). As has been the case over FY19-20, an update on this progress will be provided as part of the Concept Forum reporting each month.

Consultation

- Councillors
- Leadership team

Statutory Environment

Local Government Act 1995:

5.56. Planning for the future

- (1) A local government is to plan for the future of the district.
- (2) A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Local Government (Administration) Regulation 1996:

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

- (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.
- (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.

Policy Implications

Nil

Financial Implications

The Plan is the key driver for the annual budget and the long-term financial plan. This linkage ensures that community priorities are adequately funded and that appropriate and endorsed rating strategies are in place to allow any financial impact on the community to be carefully considered.

The financial references in this review document reflect those in the draft budget following the 25 June 2020 Budget Workshop.

Strategic Implications

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 July 2020

This is a key strategic document; each item has been identified in terms of its links to the Strategic Community Plan 2019-29. It also has links to:

- Annual Budget
- Long Term Financial Plan
- Workforce Plan
- Asset Management Plan

11.5 DROUGHT COMMUNITIES PROGRAMME (DCP) & LOCAL ROADS AND COMMUNITY INFRASTRUCTURE (LRCI) PROJECT PRIORITISATION

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: ADM0546
Date: 8 July 2020
Author: Nils Hay, CEO
Voting Requirement: Simple Majority

Summary

Following receipt of Building Better Regions Fund (BBRF) funds for the Railway Station and confirmation of the LRCI funding for FY20/21, Council needs to allocate projects for LRCI and amend its DCP list.

Key Points

- \$500,000 of funding available through DCP; can be matched with other funding programs but not used for staff wages
- \$243,000 available through LRCI; cannot be matched with federal or state funding but can be used for staff wages
- Both programs must be expended by 30 June 2021
- Work on projects cannot commence until projects are submitted and approved (approval takes approximately 4 weeks, typically)
- Projects based on Strategic Community Plan 2019-29 and Corporate Business Plan 2019-23

OFFICER RECOMMENDATION – ITEM 11.5

That Council:

1. **Amend Resolution 20052005 made on 20 May 2020 by:**
 - a) **Endorsing the updated project prioritization for the Drought Communities Program as per the attached Project Prioritization List; and**
 - b) **Directing the Chief Executive Officer to amend the submission made to the Drought Communities Program accordingly; and**
2. **Endorses the project prioritization for Local Roads and Community Infrastructure funding as per the attached Project Prioritisation List**
3. **Directs the Chief Executive Officer to submit the Shire's application for Local Roads and Community Infrastructure on the basis of this prioritization.**
4. **Note that clause 1 is not limited by Section 10(3) of the Local Government (Administration) Regulations 1996**

Attachment

- 11.5.1 DCP guidelines
- 11.5.2 LRCI grant agreement (containing program guidelines)
- 11.5.3 Project prioritization list
- 11.5.4 Project plans

Background

At the May 2020 Ordinary Council Meeting, Council endorsed the following project list for submission to the Drought Communities Program through Resolution 20052005:

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 July 2020

RANK	ID	Project
1	18	Mingenew Recreation Centre Water Storage Upgrade
2	17	Mingenew Recreation Centre Bore Installation
3	21	Rec Centre and Office Solar Power Installation
4	5	Child Care Centre Upgrade
5	6	Mingenew Communications Tower Upgrade
6	20	Remote Tourism Cameras
7	11	Mingenew Railway Station
8	15	Mingenew Youth Precinct
9	7	Co-working Space
10	3	Astrotourism project
11	13	Mingenew Tourist Centre
12	1	Renovation 33 Victoria Street

Subsequently, we received confirmation of \$108,000 of funding for the Railway Station project through BBRF (meaning the DCP funds are not required) as well as notification of the \$243,000 of LRCI funding. As such it is necessary to revisit and amend the project list.

An updated list follows, as presented at the June 2020 Concept Forum, outlining the relevant funding sources for each item (additional detail can be found in the attached project plan document):

Project	Source
Rec Centre Water Upgrades	DCP
Rec Centre and Office Solar Power Installation	DCP
Child Care Centre Upgrade	DCP
Mingenew Communications Tower Upgrade	DCP
Remote Tourism Cameras	DCP
Mingenew Railway Station	BBRF
Mingenew Youth Precinct: Playgrounds and skate park	DCP
Mingenew Youth Precinct: Pump track and landscaping	LRCI
Co-working Space	DCP
Astrotourism project	DCP
Mingenew Tourist Centre	DCP
Renovation 33 Victoria Street	DCP
Bank Building Facelift	LRCI
Phillip Street Parking & Reseal	LRCI
Carpark Repairs and Sealing	LRCI
Transfer Station Upgrades	LRCI
Mingenew Hill Walking Trail	DCP
Depot Building Upgrades	LRCI
Council Chamber ceiling & lighting replacement and repainting	LRCI

Comment

The stated purpose of the LRCI is to: “enable Grantees to undertake projects that are additional to what they had planned to undertake using their own funds to stimulate local economies and employment opportunities.”

This is somewhat difficult to demonstrate, as this funding was provided during FY20/21 budget preparation and factored into that process (rather than provided mid-year to allow projects from future year to be brought forwards). To that end, we have not substituted own-source funding for LRCI funding for the above projects,

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 July 2020

and all should be eligible, but it's not clear how this element will be assessed (as it's not specifically addressed in the project submission documentation).

In terms of the proposed resolution, this will amend Resolution 20052005. It is worth noting that there have been some project plan amendments in the intervening period also. Specifically:

- The Child Care Centre Upgrade project will examine both expansion on the existing site or re-establishment on the proposed Moore Street site
- The Co-working Space project location is being left open; this could allow it to be at the Road Board building (as proposed) but also potentially at the Tourist Centre or Railway Station

Consultation

- Drought Communities Programme project officers
- Councillors
- BBRF project officers
- CDO
- WALGA Governance Officer

Statutory Environment

Section 10(3) of the Local Government (Administration) Regulations 1996 applies to the amendment of the prior resolution:

10. Revoking or changing decisions (Act s. 5.25(1)(e))

- (1) If a decision has been made at a council or a committee meeting then any motion to revoke or change the decision must be supported —
 - (a) in the case where an attempt to revoke or change the decision had been made within the previous 3 months but had failed, by an absolute majority; or
 - (b) in any other case, by at least $\frac{1}{3}$ of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (1a) Notice of a motion to revoke or change a decision referred to in subregulation (1) is to be signed by members of the council or committee numbering at least $\frac{1}{3}$ of the number of offices (whether vacant or not) of members of the council or committee, inclusive of the mover.
- (2) If a decision has been made at a council or a committee meeting then any decision to revoke or change the firstmentioned decision must be made —
 - (a) in the case where the decision to be revoked or changed was required to be made by an absolute majority or by a special majority, by that kind of majority; or
 - (b) in any other case, by an absolute majority.
- (3) This regulation does not apply to the change of a decision unless the effect of the change would be that the decision would be revoked or would become substantially different.

Policy Implications

When conducting final procurement for projects, the Shire's Purchasing Policy requirements must be met. Multiple quotes have already been sought for many of the larger items.

Financial Implications

This funding will provide a \$743,000 to Council for project delivery in the 20-21 financial year and has been worked into the draft budget being presented to Council on 15 July 2020.

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 July 2020

As the budget will be endorsed prior to receiving final assent on the projects from the Federal Government, there may be necessary changes which can be managed through the budget review process. Unfortunately, the timing of the grant release makes it difficult to receive final endorsement prior to budget preparation.

Strategic Implications

See various SCP and BCP links on attached project prioritization list.

11.6 5 YEAR ROAD PLAN ANNUAL REVIEW

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
Disclosure of Interest:	Nil
File Reference:	ADM0120
Date:	8 May 2020
Author:	Nils Hay, CEO
Voting Requirement:	Simple Majority

Summary

The Shire's existing 5 Year Road Plan (2019-24) is due for review and updating.

Key Points

- Non-statutory document, designed to identify and provide for resourcing of future road projects
- Seeks to support aims of Asset Management Plan and can help guide long term financial plan
- Provides guidance for key projects in current Financial Year
- Reviewed annually to ensure rolling five-year horizon
- Future years are somewhat aspirational, as will be dependent upon success of funding applications in the current year

OFFICER RECOMMENDATION – ITEM 11.6

That Council endorses the 5-year Road Plan 2020-25 as included in attachment 11.6.1.

Attachment

11.6.1 Proposed 5-year Road Plan 2020-25

Background

Council adopted the 2019-24 Plan at the July 2019 Ordinary Council Meeting. As such, it is due for its annual review.

The contents of the updated plan were discussed at the June 2020 Concept Forum and further elaborated as part of the budget workshop process on 25 June 2020.

Comment

Whilst this isn't a statutory document, it does support Council's legislated obligations to plan for the future. It will be reviewed and reported against annually. This will allow us to maintain a rolling five-year horizon of works. It's worth noting that, beyond the current budgeted year, the document is more aspirational and heavily dependent upon future funding applications, as well as regional road programs such as the proposed Secondary Grain Freight Route project.

In developing this document the following key changes and assumptions were made:

- LRCI funding inserted for FY20/21
- Re-sheeting works presented as a lump sum figure with prioritized roads/sections
 - In future when unit rates are clearer this should be able to be broken down more granularly
 - Projects that aren't completed in the year planned can be bumped down to the following year as the plan undergoes future reviews
 - Overall amount based on likely capacity given other Shire-delivered works to be completed
- The Shire will not incur any costs with relation to road realignment related to CBH site

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 July 2020

- The Shire will successfully have Mingenew South Road on the MR2030 list (and eligible for RRG funds) at some stage in 2022 to allow for a FY23/24 funding application to be lodged
- RRG funding split (66% MRWA / 33% Shire) will remain constant
- In FY23/24 and 24/25 we will successfully receive the full amount of Black Spot funding for upgrades to Yandanooka NE Rd
 - This is unlikely and may involve spreading this project over several additional years
- Current tranche of Roads to Recovery funding will be exhausted in FY22/23 with sealing of Depot Hill North Rd (hence no R2R allocated in FY22/23)
- A new round of Roads to Recovery funding will be released for FY24/25 onwards
- None of the currently proposed regional works packages have been factored into this plan; they could have an impact on future years if they are funded and delivered
- This plan covers capital works only and does not include maintenance grading works
- No significant changes to the size and scale of the workforce have been assumed

Consultation

- Councillors
- Leadership team

Statutory Environment

Local Government Act 1995:

s5.56. Planning for the future

1. A local government is to plan for the future of the district.
2. A local government is to ensure that plans made under subsection (1) are in accordance with any regulations made about planning for the future of the district.

Policy Implications

Nil

Financial Implications

The Plan for FY20/21 reflects what was endorsed at the 25 June 2020 Budget Workshop.

FY21/22 onwards will be dependent upon a number of factors, including:

- Success (or otherwise) of funding applications
- Available Council funds for future roadworks programs
- Changes in priority for various road projects

As such, the document will be reviewed – along with the budget – annually to ensure that it reflects our financial reality as closely as possible.

Strategic Implications

The plan has links to the following documents:

- Long Term Financial Plan
- Asset Management Plan

The Shire's Strategic Community Plan 2019-2029 includes the following Goals:

1.1.1 Provide and support cost effective transport networks

1.2.1 Manage organisation in a financially sustainable manner

The Shire's Corporate Business Plan 2019-23 includes the following item:

1.1.1a: 5-year road maintenance/construction program.

12.0 FINANCE AND ADMINISTRATION MANAGER REPORTS

12.1 FINANCIAL REPORT FOR THE PERIOD ENDED 30 JUNE 2020

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0304
Attachment/s: Monthly Financial Report – June 2020
Disclosure of Interest: Nil
Date: 9 July 2020
Author: Helen Sternick, Senior Finance Officer
Authorising Officer: Jeremy Clapham, Finance & Administration Manager
Voting Requirement: Simple Majority

Summary

This report recommends that the Monthly Financial Report for the period ending 30 June 2020 as presented to the Council be received.

OFFICER RECOMMENDATION – ITEM 12.1

That the Monthly Financial Report for the period 1 July 2019 to 30 June 2020 be received.

Attachment

12.1.1 Monthly Financial Report for period ending 30 June 2020

Background

The Monthly Financial Report to 30 June 2020 is prepared in accordance with the requirements of the Local Government Act and the Local Government (Financial Management) Regulations and includes the following:

- Summary Information
- Statement of Financial Activity by Program
- Statement of Financial Activity by Nature & Type
- Statement of Financial Activity Information
- Cash and Financial Assets
- Receivables
- Other Current Assets
- Payables
- Rating Revenue
- Disposal of Assets
- Capital Acquisitions
- Borrowings
- Cash Reserves
- Other Current Liabilities
- Grants and Contributions
- Trust Fund
- Explanation of Material Variances

Comment

Summary of Funds as per bank statements – Shire of Mingenew as at 30 June 2020

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 July 2020

Municipal Funds	\$495,440
Cash on Hand	\$100
Restricted Funds – 3 Month Term Deposit @ 0.9%	\$164,613
Trust Fund	\$1
Reserve fund - 3 Month Term Deposit @ 0.9%	\$427,012

Debtor's accounts continue to be monitored with all efforts being made to ensure that monies are recovered.

The Statement of Financial Activities Report contains explanations of Councils adopted variances for the 2019/20 financial year.

The Monthly Financial Report for the period ending 30 June 2020 has not yet been audited and is subject to change. No significant changes are foreseen.

Consultation

Nil

Statutory Environment

Local Government Act 1995 Section 6.4

Local Government (Financial Management) Regulations 1996 Section 34

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 sub regulation (1)(d); and
 - (c) such other supporting information as is considered relevant by the local government.

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 July 2020

- (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 sub regulation (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.

Policy Implications

Nil

Financial Implications

No financial implications are indicated in this report.

Strategic Implications

Nil

12.2 LIST OF PAYMENTS FOR THE PERIOD 1 JUNE 2020 TO 30 JUNE 2020

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: ADM0042
Attachment/s: List of Payments – June 2020
Disclosure of Interest: Nil
Date: 8 July 2020
Author: Helen Sternick, Senior Finance Officer
Authorising Officer: Jeremy Clapham, Finance & Administration Manager
Voting Requirement: Simple Majority

Summary

This report recommends that Council receive the list of payments for period 1 June 2020 to 30 June 2020 in accordance with the Local Government (Financial Management) Regulations 1996 section 13(1).

OFFICER RECOMMENDATION

That Council receive the attached list of payments for the period of 1 June 2020 to 30 June 2020 as follows:

\$100.00	Municipal Cheques
\$226,248.16	Municipal EFT's;
\$23,578.25	Municipal Direct Debit Department of Transport (Licencing) Payments;
\$83,421.43	Municipal Direct Debit Other;
\$1,217.91	Municipal Other Charges.

Totalling \$334,565.75 as per attached list of payments.

Net Salaries not included in the attached list of payments - \$71,506.14

Total of all payments - \$406,071.89.

Attachment

12.2.1 List of Payments for period 1 June 2020 to 30 June 2020

Background

Financial Regulations require a schedule of payments made through the Council bank accounts to be presented to Council for their inspection. The list includes details for each account paid incorporating the payee's name, amount of payment, date of payment and sufficient information to identify the transaction.

Comment

Invoices supporting all payments are available for inspection. All invoices and vouchers presented to Council have been certified as to the receipt of goods and the rendition of services and as to prices, computations and costings, and that the amounts shown were due for payment.

Consultation

Nil

Statutory Environment

Local Government Act 1996, Section 6.4

Local Government (Financial Management) Regulations 1996, Sections 12, 13 and 15

Policy Implications

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 July 2020

Payments have been made under delegation.

Financial Implications

Funds available to meet expenditure.

Strategic Implications

Nil

12.3 ADOPTION OF 2020/21 BUDGET

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
Disclosure of Interest:	Nil
File Reference:	ADM0130
Date:	10 July 2020
Author:	Jeremy Clapham, Finance & Admin Manager
Authorising Officer:	Nils Hay, CEO
Voting Requirement:	Absolute Majority

Summary

This report seeks Council adoption of the Shire of Mingenew 2020/21 Budget.

Key Points

- A balanced budget has been prepared
- No increase in rate in the dollar for rates
- Increase in overall rates of approximately \$89,000 due to changes in UV values
- No new borrowings proposed
- No increases in Fees & Charges
- No increase in Elected Members Fees and Allowances
- Interest on outstanding rates reduced from 11% pa to 5.5% pa.

OFFICER RECOMMENDATION - ITEM 12.3

PART A – MUNICIPAL FUND BUDGET FOR 2020/21 FINANCIAL YEAR

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 12.3.1 of this Agenda for the Shire of Mingenew for the 2020/21 financial year which includes the following:

- Rates Setting Statement
- Statement of Cash Flows
- Comprehensive Income Statement by Program
- Comprehensive Income Statement by Nature/Type
- Notes to and Forming Part of the Budget
- Capital Works Program
- Road Program
- Plant Replacement Program

PART B – GENERAL AND MINIMUM RATES AND INSTALMENT PAYMENT ARRANGEMENTS

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, as supplied by Landgate (as amended) as at 1 July 2020.

1.1 General Rates

- Mingenew & Yandanooka (GRV) 15.0276 cents in the dollar
- Rural & Mining (UV) 1.2915 cents in the dollar

1.2 Minimum Payments

- Mingenew & Yandanooka (GRV) \$707
- Rural & Mining (UV) \$1060.50

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 provides the option for ratepayers to pay their rates as a single payment or by 4 equal instalments; and, in accordance with Section 6.50 of the Act nominates the following due dates for the payment in full or by instalments:
 - Full payment and 1st instalment due date 28 August 2020
 - 2nd quarterly instalment due date 30 October 2020
 - 3rd quarterly instalment due date 15 January 2021
 - 4th quarterly instalment due date 19 March 2021
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 \$15 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 5.5% for rates (and service charges) and costs of proceedings to recover such charges that remain unpaid after becoming due and payable.
6. Pursuant to section 6.47 of the Local Government Act 1995, Council grants a 50% concession on rates assessments issued to all properties rateable on the basis of Gross Rental Valuation in the Yandanooka Townsite with the object of recognising the reduced level of service provided to properties in Yandanooka Townsite as compared to Mingenew Townsite. Rates for A219 (Charitable property) are exempt and subject to a 20% voluntary contribution by the ratepayer.

PART C – ELECTED MEMBERS’ FEES AND ALLOWANCES FOR 2020/21

1. Pursuant to Section 5.99 of the Local Government Act 1995, and regulation 30 of the Local Government (Administration) Regulations 1996, adopts the following annual fees for payment of elected members in lieu of individual meeting attendance fees:

Shire President	\$6,384
Councillors	\$3,764
2. Pursuant to Section 5.98(5) of the Local Government Act 1995, adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

Shire President	\$7,348
-----------------	---------
3. Pursuant to Section 5.98A of the Local Government Act 1995, adopts the following annual local government allowance to be paid in addition to the annual meeting allowance:

Deputy Shire President	\$1,836
------------------------	---------

PART D – GENERAL FEES AND CHARGES FOR 2020/21

Pursuant to section 6.16 of the Local Government Act 1995, Council adopts the Fees and Charges as presented forming part of the 2020/21 Budget included as a separate Attachment to this Agenda.

PART E – OTHER STATUTORY FEES FOR 2020/21

Pursuant to section 67 of the Waste Avoidance and Resources Recovery Act 2007, Council adopt the following charges for the removal and deposit of domestic and commercial waste:

- 3.1 Residential Premises
 - 240 Litre bin per weekly collection \$380 per annum
- 3.2 Commercial Premises
 - 240 Litre bin per weekly collection \$380 per annum

PART F – MATERIAL VARIANCE REPORTING FOR 2019/20

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 2020/21 for reporting material variances shall be 10% or \$10,000, whichever is the greater.

Attached

12.3.1 2020/21 Annual Budget

Related Documents (circulated prior to Council Meeting)

12.3.2 2020/21 Capital Expenditure

12.3.3 20120/21 Road Program

12.3.4 10 Year Plant Replacement Program

12.3.5 2020/21 Fees & Charges

Background

As part of the function of local government and its operations, each year the Council is required, under Section 6.2 of the Local Government Act 1995, to formally adopt its annual financial year budget to enable the administration to carry out the defined services and programmes and to raise revenue through rates and fees and charges.

Consistent with sections 6.2(4) of the Local Government Act 1995, the 2019/20 Budget for the Shire of Mingenew includes the following:

- Rates and Minimum Payments for 2020/21
- Capital Works
- Fees and Charges
- Concessions
- Allowances
- Borrowings
- Reserves
- Budget Estimates for Adoption

Comment

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 budget results in an estimated Unrestricted Cash balance of \$61,500 at 30 June 2021. It is very unlikely that this will happen in reality, as it is likely that there will be a prepayment of the Federal Assistance Grants in June 2021, and/or the full budget may not be spent, and an adjustment can be made if necessary when the Statutory Budget Review is done during the year.

It should also be noted that the 2019/20 Budget column in the statutory documents refers to the 2019/20 budget as adopted in July 2019, not any of the subsequently reviewed versions.

Rating & Minimum Payments

The raising of revenue via annual rates is an important source of funds for all Councils throughout Australia. The Local Government Act 1995 (the Act) empowers WA Councils to impose general rates and minimum payments.

Rate Modelling (2020/21):

The proposed rates model is based on the following:

- Annual UV & Mining valuations applied
- No increase in rate in the dollar
- GRV Rate in the \$ - 15.0276c (2019/20: 15.0276c)
- UV Rate in the \$ - 1.2915c (2019/20: 1.2915c)
- Minimum Payments – UV - \$1,060.50 (2019/20: \$1,060.50)
- Minimum Payments – GRV - \$707 (2019/20: \$700)
- 50% concessions applied to Yandanooka Townsite
- 80% concession applied to A219 – charitable property
- No differential rates

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 July 2020

Fees and Charges

The proposed fees and charges have either decreased or remained the same. No fees have increased. Winter Sports Club fees have been reduced by 50% and Summer Sports Club fees have remained the same.

Household and commercial waste removal charges have not increased.

Statutory fees and charges associated with town planning, health and building have been increased/decreased or remain unchanged as per relevant legislation that determines those fees and charges.

Concessions

A 50% concession will be available to persons owning rateable properties within the Shire that are rateable on the basis of Gross Rental Value (GRV) and are in the Yandanooka Townsite. The purpose of the concession is to recognise the reduced level of service provided to these ratepayers as compared to that provided to those in the Mingenew Townsite.

As per Council's resolution, application for rates exemption (with a 20% voluntary contribution by the ratepayer) under the Local Government Act 1995 for property A219 (charitable property) is proposed.

Borrowings

There are no new borrowings proposed in the 2020/21 budget.

Reserve Accounts

The following transfer to reserves for the financial year 2020/21 is proposed

- Transfer to Plant Reserve – surplus funds to balance the budget - \$39,840

Brought Forward Value and Surplus

There is an estimated surplus of \$568,520 shown in the Budget as the brought forward amount from 30 June 2020. This figure is unaudited and may change with any adjustments to the opening position to be addressed during the year end and audit process.

The budget has been prepared as a balanced budget.

Capital Works and Funding

Capital Works of \$4,915,676 are proposed in the 2020/21 financial year and these projects (together with the relevant funding) are itemised in the supplementary budget information.

A total of \$3,892,165 is budgeted for the Road Programme.

Funding sources (other than the Local Government Municipal or restricted funds) allocated to the 2020/21 Road Programme include:

- \$465,000 – Main Roads Regional Road Group
- \$206,086 – Roads to Recovery
- \$304,000 – Financial Assistance Grants
- \$78,000 – MRWA Direct Grant
- \$200,000 – State Black Spot
- \$130,000 – Local Roads & Community Infrastructure Program
- \$2,119,404 – R2R Special funding for bridges

Elected Members Fees & Allowances

Elected Members Fees & Allowances remain the same:

President Allowance	\$7,348
Deputy President Allowance	\$1,836
Annual Meeting Fee – President	\$6,384
Annual Meeting Fee – Councillors	\$3,764

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 July 2020

Consultation

While no specific community consultation has occurred during the compilation of the draft 2020/21 Budget, community consultation was previously undertaken during the development of the Community Strategic Plan.

There has been internal consultation with staff and elected members throughout the preparation of the budget and the budget meetings involving elected members.

The effects of COVID 19 have been taken into account in preparing the budget for 2020/21.

Statutory Environment

Section 6.2 of the Local Government Act 1995 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.

In addition, Section 6.2 of the Local Government Act 1995 requires that in preparing its annual budget the Council is to have regard to the contents of its Plan for the Future, prepared in accordance with section 5.56. Under the Integrated Planning Framework for Local Government, that is the Community Strategic Plan in conjunction with the Corporate Business Plan.

The 2020/21 Budget as presented is considered to meet statutory requirements.

Voting Requirements:

Part A - Municipal Fund Budget for 2020/21 Financial Year - Absolute Majority

Part B - General and Minimal Rates and Instalment Payment Arrangements - Absolute Majority

Part C – Elected Members' Fees and Allowances for 2020/21 – Absolute Majority

Part D - General Fees and Charges for 2020/21 - Absolute Majority

Part E - Other Statutory Fees for 2020/21 - Simple Majority

Part F - Material Variance Reporting for 2020/21 - Simple Majority

Policy Implications

The 2020/21 Budget is prepared on the principles outlined within the Corporate Business Plan, Strategic Community Plan and other related documents.

Financial Implications

As detailed within the report and as per the attached 2020/21 Budget documentation.

Strategic Implications

The 2020/21 Budget will address Council's capacity to deliver on projects identified in the Community Strategic Plan, Corporate Business Plan, Long Term Financial Plan and other associated plans.

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 15 July 2020

13.0 MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN/FOR CONSIDERATION AT FOLLOWING MEETING

Nil

14.0 NEW BUSINESS OF AN URGENT NATURE INTRODUCED BY DECISION OF MEETING

15.0 CONFIDENTIAL ITEMS

Nil

16.0 TIME AND DATE OF NEXT MEETING

Next Ordinary Council Meeting to be held on Wednesday 19 August 2020 commencing at 4.30pm.

17.0 CLOSURE

These minutes were confirmed at an Ordinary Council meeting on 19 August 2020.

Signed _____
Presiding Officer

Date: _____