



AGENDA FOR THE ORDINARY COUNCIL MEETING

21 JULY 2021



Ordinary Council Meeting Notice Paper

21 July 2021

An Ordinary Meeting of Council is called for Wednesday, 21 July 2021, in the Council Chambers, Victoria Street, Mingenew, commencing at 4.30 pm. Members of the public are most welcome to attend.

Nils Hay
Chief Executive Officer
16 July 2021

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>
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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

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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.**

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**AGENDA FOR THE ORDINARY MEETING OF COUNCIL TO BE HELD IN COUNCIL CHAMBERS ON
21 JULY 2021 COMMENCING AT 4.30PM**

- 1.0 DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS
- 2.0 RECORD OF ATTENDANCE/APOLOGIES/APPROVED LEAVE OF ABSENCE
- 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
- 7.0 CONFIRMATION OF PREVIOUS MEETING MINUTES
- 7.1 ORDINARY COUNCIL MEETING HELD 16 JUNE 2021

OFFICER RECOMMENDATION - ITEM 10.1

That the Minutes of the Ordinary Meeting of the Shire of Mingenew held in the Council Chambers on 16 June 2021 be confirmed as a true and accurate record of proceedings.

- 8.0 ANNOUNCEMENTS BY PRESIDING PERSON WITHOUT DISCUSSION
- 9.0 DECLARATIONS OF INTEREST
- 10.0 RECOMMENDATIONS OF COMMITTEES

11.0 REPORTS BY THE CHIEF EXECUTIVE OFFICER

11.1 5 YEAR ROAD PLAN ANNUAL REVIEW

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
Disclosure of Interest:	Nil
File Reference:	RD.PRG
Date:	15 July 2021
Author:	Nils Hay, CEO
Voting Requirement:	Simple Majority

Summary

The Shire's existing 5 Year Road Plan (2020-25) 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 11.1

That Council endorses the Shire of Mingenew 5 Year Road Plan 2021-2026 as attached.

Attachment

11.1.1 Proposed 5-year Road Plan 2021-26

Background

Council adopted the 2020-25 Plan at the July 2020 Ordinary Council Meeting. As such, it is due for its annual review. The contents of the updated plan were discussed at the June 2021 Concept Forum and it has been designed to align with the draft budget being presented for adoption at the July 2021 Council Meeting.

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
 - 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
- RRG funding split (66% MRWA / 33% Shire) will remain constant

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- In FY24/25 and 25/26 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
 - We are seeking to get Yandanooka NE listed on the MRWA 2030 list to allow RRG funds to go towards it
- A new round of Roads to Recovery funding will be released for FY24/25 onwards
- None of the currently proposed regional works packages (Federally funded grain freight route upgrades) have been factored into this plan; they could have a significant impact on future years if they are funded and delivered
- This plan covers includes some maintenance works (Allanooka Springs edging and road pull-in) as discrete projects, but is largely capex in nature
- No significant changes to the size and scale of the workforce have been assumed

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.

Policy Implications

Nil

Financial Implications

The Plan for FY21/22 reflects what is proposed in the draft FY21/22 budget.

FY22/23 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:

12.0 Long Term Financial Plan

13.0 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

11.2 EXPRESSIONS OF INTEREST SUBMISSION – MINGENEW TOURIST CENTRE

Location/Address:	Shire of Mingenew
Name of Applicant:	Euphorium Creative Pty Ltd
Disclosure of Interest:	Nil
File Reference:	CP.LSO.5
Date:	16 July 2021
Author:	Erin Greaves, Governance and Community Manager
Voting Requirement:	Simple Majority

Summary

To consider the submission received by Euphorium Creative Pty Ltd in response to the Shire's Expression of Interest notice seeking proposals for interested parties to lease and man the Mingenew Tourist Centre for the upcoming 2021 tourist season.

Key Points

- The Expressions of Interest (EOI) were open to 12 July 2021 and only one submission was received
- Euphorium Creative is a social entrepreneur group with a vision to empowering communities to independently invest creative potential
- The EOI proposes the Visitor Centre would be manned at least 4 days per week (Thurs-Sun 9am-4pm), it would also deliver a range of community programs, including:
 - A weekly youth improvisation program, at least four social events, Maker to Market workshops and is offering consultancy services for local community groups
- The proposal seeks a \$20,000 co-investment from Council to assist with resourcing of a part-time person to deliver the programs
- Whilst the expenditure is unanticipated, the EOI outlines a strong alignment with the Shire's Strategic Community Plan and focuses not just on visitor information services and attraction but also in activating the Visitor Centre as a communal activity space and investment hub for local products and services, which would be of benefit to visitors and locals alike

OFFICER RECOMMENDATION – ITEM 11.1

That Council;

1. **Accepts the Expression of Interest proposal from Euphorium Creative Pty Ltd for tourism information and community engagement services and the Tourist Centre lease for the 2021 tourist season, at a cost of \$20,000.00 excluding GST; and**
2. **Authorises the Chief Executive Officer to enter into a lease with Euphorium Creative Pty Ltd for \$1 for the Mingenew Tourist Centre located at 54 Midlands Rd, Mingenew**

Attachment

11.2.1 Euphorium Expression of Interest submission

11.2.2 Project Strategic Plan Alignment

Background

The Shire received advice in April 2021 from the Mingenew Tourist & Promotions Committee outlining that due to a decline in volunteer capacity and the increase in visitor numbers, they did not anticipate being able to run tourist information services from the Mingenew Tourist Centre during the 2021 season.

The Shire therefore sought Expression of Interests for interested parties (individual, group, business or organisation) to take on tourist and information services and the lease of the facility under a different model.

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Following the close of submissions on Monday, 12 July 2021 the Shire was in receipt of one application.

Comment

Euphorium Creative Pty Ltd are a social entrepreneurship company based in Geraldton with staff experienced in community development and entrepreneurship; more information on the organisation can be found at <https://www.circuitwest.com.au/producer/euphorium-creative/>. Euphorium has had success with a similar concept in the Shire of Ravensthorpe with the Ravensthorpe Regional Arts Council and more locally, the Funtavia Fringe Festival in Geraldton.

The proposal submitted by Euphorium addresses a number of strategic objectives outlined by the community and Council within the Strategic Community Plan (as outlined in Attachment 11.2.2). The proposal includes various cultural and socially inclusive events and programs that bring arts and culture to Mingenew in a form that has not previously been trialled. What they are proposing provides a unique opportunity to merge visitor services with community development that will facilitate social inclusiveness and local investment through events and programs.

As a three-month activation (initially) the proposal could serve as a pilot for future longer/expanded activation of the tourist centre (or other sites in Mingenew).

Consultation

Euphorium Creative

Statutory Environment

Local Government Act 1995

Policy Implications

Nil

Financial Implications

The initial intent was for the leasing of the centre to be cost-neutral to Council.

That said, the proposal does address a significant number of Strategic Community Plan elements, and also supports recent discussions around focusing the Shire's marketing and promotional efforts more towards the community. To that end, if supported, funds could be potentially redirected from related budget areas.

Given the timing of this application, along with the draft budget, no allocation has been made in the draft budget – but it would be possible to utilise draft budget line items to deliver this. External funds could be used to top back up the areas outlined above, and the overall impact of this, and the below, can be addressed at the mid-year budget review if any adjustments are necessary.

A suggestion is that up to \$5,000 of the \$30,000 allocated in the draft budget to the Community Assistance Scheme (CAS). Given the community, social and cultural benefits this project could deliver to the local community, a portion of the amount allocated each year for Sundry Donations/Fee Waivers could be put towards this. This won't impact the CAS grant program, which under our Council's Supporting the Community Policy, is allocated 80% of the CAS budget.

A further \$7,500 could be redirected from the existing Tourism and Area Promotions budget (budget total for Contracts and Materials \$24,000). The final \$7,500 could come from the Other Consultancy line item, as this is generally set aside for consulting work/external assistance with public projects.

As these are existing budget items, which can be used for this purpose, no budget amendment is required.

It is also anticipated – but not guaranteed – that we would be able to secure some external funding to contribute towards the project (particularly around community recovery from TC Seroja elements) and this would be actively pursued to reduce the cost to Council.

Should the proposal not be adopted, any costs for maintaining collateral or management of the Tourist Centre will be borne by the Shire. At present there is limited capacity to take this on, so it will likely see a return to an unmanned/ad hoc volunteer-manned approach, as per 2020. Shire staff will ensure that whiteboards are kept up to date and brochure holders refilled. We will also make the space available for any volunteers who wish to provide tourist information services throughout the season. This will likely result in increased demand on Shire staff to provide tourist advice however, as it's expected enquiries will flow through to the office.

Strategic Implications

As per the submission, the project addresses the Strategic Community Plan 2019-2029 in several ways:

- 2.3.1 Develop art spaces and programs to enliven community spaces and deepen experiences of visitors and community
- 2.4.2 Continue programs to improve the look and feel of the community spaces, places and services to support an active and inclusive lifestyle
- 4.2.1 Facilitate the sustainability and growth of existing community and regional events, and encourage ones to develop
- 4.3.2 Support development of Tourism infrastructure to support deepening of local product
- 4.3.3 Capture more value from tourism – build local experiences and products, including Astrotourism, farm tourism and food tourism
- 5.2.2 Enable small business support services to assist local business to grow

12.0 FINANCE

12.1 FINANCIAL REPORT FOR THE PERIOD ENDED 30 JUNE 2021

Location/Address:	Shire of Mingenew
Name of Applicant:	Shire of Mingenew
File Reference:	FM.FRP
Attachment/s:	Monthly Financial Report – June 2021
Disclosure of Interest:	Nil
Date:	13 July 2021
Author:	Jeremy Clapham, Finance & Administration Manager
Voting Requirement:	Simple Majority

Summary

This report recommends that the Monthly Financial Report for the period ending 30 June 2021 as presented to the Council be received.

OFFICER RECOMMENDATION – ITEM 12.1

That the Monthly Financial Report for the period 1 July 2020 to 30 June 2021 be received.

Attachment

12.1.1 Monthly Financial Report for period ending 30 June 2021

Background

The Monthly Financial Report to 30 June 2021 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
- Bonds and Deposits
- Explanation of Material Variances

Comment

Summary of Funds as per bank statements – Shire of Mingenew as at 30 June 2021	
Municipal Funds – Corporate cheque account	\$153,918
Cash on Hand	\$100
Trust Fund	\$1
Municipal Funds – Business Maximiser	\$1,154,419

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 2020/21 financial year.

The Opening Funding Surplus on 1 July 2020 is different to the Closing Funding Surplus at 30 June 2020. The reason for this is that the Closing Funding Surplus at 30 June 2020 was estimated in order to prepare the budget, due to the June 2020 accounts not yet being finalised. There were a number of adjustments made after year end, mainly to do with legislation changes (the treatment of income, the treatment of leases and the treatment of loss allowances). The largest of these adjustments was to do with the Bridge Funds received in 2016/17 but not yet spent, amounting to \$146,667. An adjustment was required as the funds received needed to be shown as a liability rather than as income. When the funds get paid to MRWA for the work done, they will be transferred back to income and increase the Funding Surplus once more.

The Monthly Financial Report for the period ending 30 June 2021 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.

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- (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.

- (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

Strategic Community Plan 2019-2029 Strategies

1.2.1 Manage organisation in a financially sustainable manner

1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner

12.2 LIST OF PAYMENTS FOR THE PERIOD 1 JUNE TO 30 JUNE 2021

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
File Reference: FM.CRD
Attachment/s: List of Payments – June 2021
Disclosure of Interest: Nil
Date: 13 July 2021
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 to 30 June 2021 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 to 30 June 2021 as follows:

\$2,698,443.44	Municipal EFTs;
\$26,478.90	Municipal Direct Debit Department of Transport (Licencing) Payments;
\$65,361.88	Municipal Direct Debit Other;
\$1,368.92	Municipal Other Charges;
\$70,324.09	Net Salaries
\$2,861,977.23	Total Payments

Attachment

12.2.1 List of Payments - June 2021

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.

Statutory Environment

Local Government Act 1996, Section 6.4

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

Policy Implications

Payments have been made under delegation.

Financial Implications

Funds available to meet expenditure.

Strategic Implications

Strategic Community Plan 2019-2029 Strategies

1.2.1 Manage organisation in a financially sustainable manner

1.3.1 Provide a high level of compliance with external regulation, in a resource-efficient manner

12.3 ADOPTION OF 2021/22 BUDGET

Location/Address: Shire of Mingenew
Name of Applicant: Shire of Mingenew
Disclosure of Interest: Nil
File Reference: FM.BUD
Date: 14 July 2021
Author: Jeremy Clapham, Finance & Admin Manager
Voting Requirement: Absolute Majority

Summary

This report seeks Council's adoption of the Shire of Mingenew 2021/22 Budget.

Key Points

- A balanced budget has been prepared
- Increase in general rates of 3.04%, resulting in a reduction in the rate in the dollar for UV rates of 4.84% and an increase in the rate in the dollar of GRV rates of 2.4%
- Increase in GRV minimum rates of 2.97% and in UV minimum rates of 3.06%
- Current loans to be paid up by June 2022 with a new lease for the purchase of a new grader
- Fees & Charges increased by 3% in line with Rates increase (rounded to nearest \$5)
- Elected Members fees paid in line with Council Policy 1.1.1 and according to Section 6 and 7 of the LG CEO and Elected Members Determination No 1 of 2021
- Interest on outstanding rates increased from 5.5% pa to 7% pa (in 2019/20 interest was 11%)

OFFICER RECOMMENDATION - ITEM 12.3

PART A – MUNICIPAL FUND BUDGET FOR 2021/22 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 2021/22 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

and the following Attachments:

- 12.3.2 - Capital Works Program
- 12.3.3 - Road Program
- 12.3.4 - 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 2021.

1.1 General Rates

- Mingenew & Yandanooka (GRV) 15.3878 cents in the dollar
- Rural & Mining (UV) 1.2290 cents in the dollar

1.2 Minimum Payments

- Mingenew & Yandanooka (GRV) \$728
- Rural & Mining (UV) \$1093

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 3 September 2021
 - 2nd quarterly instalment due date 5 November 2021
 - 3rd quarterly instalment due date 14 January 2022
 - 4th quarterly instalment due date 18 March 2022
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 7% 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 7% 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 2021/22

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	\$6,444
Councillors	\$3,800

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	\$7,424
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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	\$1,856
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PART D – GENERAL FEES AND CHARGES FOR 2021/22

Pursuant to section 6.16 of the Local Government Act 1995, Council adopts the Fees and Charges as presented forming part of the 2021/22 Budget included as a separate Attachment to this Agenda.

PART E – OTHER STATUTORY FEES FOR 2021/22

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 \$390 per annum

3.2 Commercial Premises

- 240 Litre bin per weekly collection \$390 per annum

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 21 July 2021

Pursuant to section 53 of the *Cemeteries Act 1986* and the *Shire of Mingenew Cemeteries Local Law 2017*, Council adopts the Cemetery Fees and Charges included as a separate Attachment – Fees and Charges 2021/22, as presented forming part of the 2021/22 Budget. The set fees will come into effect 14 days after the notice of the fees have been published in the Government Gazette.

For clarity, as discussed at the June Concept Forum, the proposed Cemetery Fees and Charges are as follows (to be included in the Fees & Charges document):

CEMETERY FEES	UNIT	2021/22 Total Cost
Funeral Director's Licence	per annum	\$40
Single Funeral Permit	per funeral	\$30
Extra Charge - Interment without notice	per funeral	\$200
Monumental Mason's Licence	per annum	\$40
Grant / Renewal of Grant of Right of Burial (25 years)	per application	\$50
Reservation Fee (Burial Plot or Niche Wall)	per application	\$40
Permission to erect a headstone, monument, plaque etc.	per application	\$50
Re-opening of a grave / reinterment / exhumation	per application	\$720
Burial Fee – adult	per application	\$600
Burial Fee – child under 10 years	per application	\$450
Burial Fee – still born	per application	\$50
Additional burial depth (standard grave depth 1.8m)	Per additional 300mm depth	\$50
Internment of ashes into existing plot or Niche Wall compartment	per application	\$120

PART F – MATERIAL VARIANCE REPORTING FOR 2021/22

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 2021/22 for reporting material variances shall be 10% or \$10,000, whichever is the greater.

Attached

- 12.3.1 Budget for the year ended 30 June 2022
- 12.3.2 Capital Works Program 2021-22
- 12.3.3 Road Program 2021-22
- 12.3.4 Plant Replacement Program 2021-22
- 12.3.5 Fees and Charges 2021-22
- 12.3.6 Rates Modelling 2021-22 summary
- 12.3.7 Detailed Budget 2021-22

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 2021/22 Budget for the Shire of Mingenew includes the following:

- Rates and Minimum Payments for 2021/22
- Capital Works
- Fees and Charges
- Concessions
- Allowances
- Borrowings
- Reserves
- Budget Estimates for Adoption

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 21 July 2021

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 \$35,236 at 30 June 2022 (excluding anticipated advance payment of 2022/23 FAG grants). It should be noted that the 2020/21 Budget column in the statutory documents refers to the 2020/21 budget as adopted in July 2020, 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 (2021/22):

The proposed rates model is based on the following:

- Annual UV & Mining valuations applied
- Increase in general rates of 3.04%
- GRV Rate in the \$ - 15.3878c (2020/21: 15.0276c)
- UV Rate in the \$ - 1.2290c (2020/21: 1.2915c)
- Minimum Payments – UV - \$1,093 (2020/21: \$1,060.50)
- Minimum Payments – GRV - \$728 (2020/21: \$700)
- 50% concessions applied to Yandanooka Townsite
- 80% concession applied to A219 – charitable property
- No differential rates

Fees and Charges

The proposed fees and charges have increased by 3% (to the nearest \$5). Sports and Community Club fees have been increased by 3%.

Household and commercial waste removal charges have increased by 2.63%.

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

The current loan will be paid off by 30 June 2022. It is proposed that the purchase of new grader be via a finance lease over 5 years at an approximate interest rate of 2.5% per annum. The amount to be leased will be approximately \$300,000.

Reserve Accounts

The following transfers to reserves for the financial year 2021/22 are proposed:

- Transfer to Plant Reserve – \$25,000 in lieu of Utility replacement plus \$39,958 surplus funds to balance the budget.

Brought Forward Value and Surplus

There is an estimated surplus of \$81,424 shown in the Budget as the brought forward amount from 30 June 2021. 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

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 21 July 2021

Capital Works of \$11,643,479 are proposed in the 2021/22 financial year and these projects (together with the relevant funding) are itemised in the supplementary budget information.

A total of \$10,523,538 is budgeted for the Road Programme.

Funding sources (other than the Local Government Municipal or restricted funds) allocated to the 2021/22 Road Programme include;

- o \$300,000 – Main Roads Regional Road Group
- o \$206,086 – Roads to Recovery
- o \$370,000 – Financial Assistance Grants - Roads
- o \$ 84,310 – MRWA Direct Grant
- o \$577,320 – State Black Spot
- o \$336,000 – Local Roads & Community Infrastructure Program
- o \$1,941,202 – R2R Special funding for bridges
- o \$3,420,822 – DRFAWA
- o \$2,700,000 - RRSP

Elected Members Fees & Allowances

President Allowance	\$7,424
Deputy President Allowance	\$1,856
Annual Meeting Fee – President	\$6,444
Annual Meeting Fee – Councillors	\$3,800

Consultation

While no specific community consultation has occurred during the compilation of the draft 2021/22 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 2021/22.

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 2021/22 Budget as presented is considered to meet statutory requirements.

Voting Requirements:

- Part A - Municipal Fund Budget for 2021/22 Financial Year - Absolute Majority
- Part B - General and Minimal Rates and Instalment Payment Arrangements - Absolute Majority
- Part C – Elected Members’ Fees and Allowances for 2021/22 – Absolute Majority
- Part D - General Fees and Charges for 2021/22 - Absolute Majority
- Part E - Other Statutory Fees for 2021/22 - Simple Majority
- Part F - Material Variance Reporting for 2021/22 - Simple Majority

Policy Implications

The 2021/22 Budget is prepared on the principles outlined within the Corporate Business Plan and other related documents.

Financial Implications

As detailed within the report and as per the attached 2021/22 Budget documentation.

MINGENEW SHIRE COUNCIL ORDINARY MEETING AGENDA – 21 July 2021

Strategic Implications

The 2021/22 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 – 21 July 2021

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

16.0 TIME AND DATE OF NEXT MEETING

Next Ordinary Council Meeting to be held on Wednesday 18 August 2021 commencing at 4.30pm.

17.0 CLOSURE

The meeting was closed at _____pm.

These minutes were confirmed at an Ordinary Council meeting on 18 August 2021.

Signed _____
Presiding Officer

Date: _____