



Shire of Mukinbudin

Special Meeting of Council

CONFIRMED MINUTES

Meeting held in Council Chambers at
15 Maddock Street, Mukinbudin
Commencing at 3.19pm Friday 3rd April 2020

Dirk Sellenger
CHIEF EXECUTIVE OFFICER



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ETHICAL DECISION MAKING AND CONFLICTS OF INTEREST

Council is committed to a code of conduct and all decisions are based on an honest assessment of the issue, ethical decision-making and personal integrity. Councillors and staff adhere to the statutory requirements to declare financial, proximity and impartiality interests and once declared follow the legislation as required.

Dirk Sellenger
CHIEF EXECUTIVE OFFICER

SUMMARY OF MEETINGS

Shire of Mukinbudin 2020

	Briefing / Workshop	Council Meeting
January		
February		
March		
April		
May		
June		
July		
August		
September		
October		
November		
December		

Briefing / Workshops will ordinarily commence at 10.00am unless agreed to change this time.

Council Meetings will ordinarily commence at 1.00pm unless Council or the President agrees to change this time.

Changes to Council Meetings must be advertised in accordance with Sect 5.4 of the Local Government Act 1995.

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 - 10.1 Nil

- 11. **Dates to Remember**
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- 12. **Closure of Meeting**
 - 12.1 Closure of Meeting

MINUTES

Minutes of the Special Meeting of Council held in Council Chambers, Maddock Street, Mukinbudin on 3rd April 2020.

1. Declaration of Opening

- 1.1 The Shire President declared the Meeting open at 3.19pm

2. Public Question Time (min 15 minutes)

- 2.1 Response to previous questions taken on notice.
Nil

- 2.2 Declaration of public question time opened (minimum 15 mins)

The Shire President declared public question time open.

- 2.3 Declaration of public question time closed

The Shire President declared public question time closed.

3. Record of attendance, apologies and approved leave of absence

- 3.1 Present:

3.1.1

Cr Gary Shadbolt – President
Cr Rod Comerford – Deputy President
Cr Geoff Bent
Cr Callum McGlashan (via videoconference)
Cr Romina Nicoletti
Cr Steve Paterson
Cr Jeff Seaby (via videoconference)
Cr Sandie Ventris (via videoconference)
Cr Ashley Walker (via videoconference)

- 3.2 Apologies:

3.2.1

- 3.3 On leave of absence:

3.3.1

- 3.4 Staff:

3.4.1

Mr Dirk Sellenger – Chief Executive Officer
Mrs Nola Comerford-Smith – Administration Manager
Mr Ed Nind – Finance Manager

Mrs Louise Sellenger (via videoconference)

3.5 Visitors:

3.6 Applications for leave of absence:

3.6.1 Request for leave of absence

4. Declarations of Interest

5. Petitions, deputations and presentations

5.1 Petitions

5.2 Deputations

5.3 Presentations

6. Announcements by the Presiding person without discussion

6.1

7. Confirmation of the Minutes of previous meetings

7.1 Confirmation of Minutes for the Ordinary Meeting of Council held on the 17th March 2020.

Voting Requirement

Simple Majority

OFFICER RECOMMENDATION / COUNCIL DECISION

Council Decision Number – 01 04 20

Moved: Cr Comerford

Seconded: Cr Walker

That the Minutes of the Ordinary Meeting of Council held on the 17th March 2020 be accepted as a true and correct record of proceedings.

Carried 9 / 0

8.1 Chief Executive Officer's Reports

8.1.1 WALGA Special State Council Meeting	
Location:	Video / Teleconference
File Ref:	ADM 269
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	1 st April 2020
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Special State Council Meeting Minutes Letter to Premier from WALGA President Letter to all Councils from WALGA President List of Proposed Legislative and Regulatory Amendments
Documents Tabled	Nil

BACKGROUND

A Special Meeting of the Western Australian Local Government Association State Council was held via video / teleconference on Friday 27 March 2020.

COMMENT:

The following items were discussed at the Special Meeting

- Rates
- Street lighting and Utility tariffs
- Deferral of revaluations
- Performance audits with OAG
- Capital works and infrastructure spending
- Prioritised spending
- Business friendly payment terms
- Community sporting and cultural groups
- Redeployment of staff

OFFICER RECOMMENDATION / COUNCIL DECISION

Council Decision Number – 02 04 20

Moved: Cr Nicoletti

Seconded: Cr McGlashan

That Council receive the WALGA Special State Council meeting minutes from 27th March 2020.

Carried 9 / 0

Special State Council Meeting

Minutes

27 March 2020

NOTICE OF MEETING

Special Meeting of the Western Australian Local Government Association State Council was held via video / teleconference on Friday 27 March 2020. The meeting commenced at 4:33pm.

1. ATTENDANCE, APOLOGIES & ANNOUNCEMENTS

1.1 Attendance

Members	President of WALGA, Chair Deputy President of WALGA, Northern Country Zone Avon-Midland Country Zone Central Country Zone Central Metropolitan Zone Central Metropolitan Zone East Metropolitan Zone East Metropolitan Zone Goldfields Esperance Country Zone Gascoyne Country Zone Great Eastern Country Zone Great Southern Country Zone Kimberley Country Zone Murchison Country Zone North Metropolitan Zone North Metropolitan Zone North Metropolitan Zone Peel Country Zone Pilbara Country Zone South East Metropolitan Zone South East Metropolitan Zone South Metropolitan Zone South Metropolitan Zone South Metropolitan Zone South West Country Zone	Mayor Tracey Roberts JP - In Person President Cr Karen Chappel JP President Cr Ken Seymour President Cr Phillip Blight Cr Jenna Ledgerwood Cr Paul Kelly Cr Catherine Ehrhardt Cr Cate McCullough President Cr Malcolm Cullen President Cr Cheryl Cowell President Cr Stephen Strange Cr Ronnie Fleay Cr Chris Mitchell JP Cr Les Price Mayor Mark Irwin Cr Frank Cvitan – Deputy – In Person Cr Russ Fishwick JP President Cr Michelle Rich Mayor Peter Long Cr Julie Brown Mayor Ruth Butterfield Cr Doug Thompson Mayor Carol Adams OAM Mayor Logan Howlett JP President Cr Tony Dean
Ex Officio	Chair Commissioner, City of Perth Local Government Professionals WA Deputy	Mr Andrew Hammond Ms Annie Riordan
Secretariat	Chief Executive Officer EM Strategy, Policy & Planning EM Governance & Organisational Services EM Commercial & Communications EM Infrastructure Manager Strategy & Association Governance Manager, Environment Policy Manager, Emergency Management Economics Policy Manager Manager Governance Executive Officer Governance	Mr Nick Sloan - In Person Mr Mark Batty - In Person Mr Tony Brown - In Person Mr Zac Donovan - In Person Mr Ian Duncan - In Person Mr Tim Lane - In Person Nicole Matthews - In Person Melissa Pexton - In Person Nebojsa Franich - In Person Mr James McGovern – In Person Ms Margaret Degebrodt - In Person

1.2 Apologies

Local Government Professionals WA	Mr Jamie Parry
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ORDER OF PROCEEDINGS

1. The Chair declared the meeting open at 4:33pm.
- **Acknowledgement of Country**
The Chair acknowledged the Whadjuk Nyoongar people who are the Traditional Custodians of the land we met on today and paid respects to their Elders past, present and future.
- The Chair welcomed all State Councillors and WALGA Secretariat
- Welcome also to:
 - Cr Frank Cvitan, Deputy North Metropolitan Zone
 - Ms Annie Riordan, Deputy President, Local Government Professionals WA

APOLOGIES

Mr Jamie Parry, Local Government Professionals WA

2.1 DECLARATIONS OF INTEREST

Pursuant to our Code of Conduct, State Councillors must declare to the Chair any potential conflict of interest they have in a matter before State Council as soon as they become aware of it.

Nil

2.2 ANNOUNCEMENTS

WALGA Chief Executive Officer – Presentation

Mr Nick Sloan addressed the meeting.

3. MATTER FOR DECISION

- 3.1 Local Government Sector's Response to the COVID-19 Pandemic.

4. CLOSURE

3. MATTER FOR DECISION

3.1 Local Government Sector's Response to the COVID-19 Pandemic

By Nick Sloan, Chief Executive Officer

Suspension of Standing Orders

Moved: President Cr Michelle Rich

Seconded: Mayor Logan Howlett

That the State Council Standing Orders be suspended.

RESOLUTION 40.1/2020

CARRIED

Discussion held.

President Cr Stephen Strange left the meeting at 5:33pm and did not return.

Resumption of Standing Orders

Moved: Cr Julie Brown

Seconded: Cr Chris Mitchell

That the State Council Standing Orders be resumed.

RESOLUTION 41.1/2020

CARRIED

Moved: Cr Paul Kelly

Seconded: Mayor Carol Adams

That WALGA:

1. Notes the significant contribution of Local Governments in supporting their communities through the COVID-19 pandemic from a financial, economic, community and social perspective.
2. Requests each Local Government give consideration to the following suite of actions, for Local Governments with the capacity to do so, to provide a coordinated and consistent response to the COVID-19 pandemic:
 - a. Consider not increasing rates for the 2020-21 financial year
 - b. Adoption of the WALGA template rates hardship policy by Local Governments that do not currently have a policy
 - c. Consider rate relief options to support small businesses affected by the COVID-19 pandemic
 - d. Review fees and charges considering whether fees can be reduced, waived or deferred during the COVID-19 pandemic

- e. Bring forward capital works and infrastructure spending with aggressive application of reserves and borrowing
 - f. Prioritise Local Government spending with businesses and contractors located within the Local Government
 - g. Implement business friendly payment terms to support business cash flow
 - h. Consider supporting Community sporting and cultural groups by either establishing grant programs or waiving fees and charges
 - i. Redeploy staff affected by facility closures to tasks that support the community
3. Notes the State Government is urgently drafting legislative and regulatory amendments to support the actions outlined in point 2 above
4. Notes the advocacy for the following:
- a. An increase in Local Government borrowing capacity beyond current Western Australian Treasury Corporation borrowing limits
 - b. Suspension of the Western Australian Treasury Corporation's borrowing guarantee charge of 0.7 percent on top of the loan interest rate for the 2020-2021 financial year
 - c. No increase to street lighting and utility tariffs in 2020-2021
 - d. Deferral of revaluations for the 2020-2021 financial year
 - e. Request the Office of the Auditor General to cease performance audits for the 2020-2021 financial year
 - f. Freezing of the waste levy for the 2020-2021 financial year

RESOLUTION 42.1/2020

CARRIED

President Cr Phillip Blight requested that his opposition to the resolution be recorded.

Executive Summary

- The world that we know and understand has changed dramatically with the COVID-19 virus spreading through our community at an unprecedented rate.
- A National Cabinet has been established to coordinate the national response and the Western Australian community is now looking to Local Government to show leadership and support.
- Anything short of an ambitious and courageous response from the sector and its leadership will have dire implications for the health, social and economic future of our State.

Attachments

- Letter from the WA Premier to WALGA President, Mayor Tracey Roberts, dated 17 March 2020 – attachment 1, via link below:

<https://walga.asn.au/getattachment/News,-Events-and-Publications/Media/COVID-19/Premier-Correspondence-17-March.pdf?lang=en-AU>

- Letter from WALGA President, Mayor Tracey Roberts, to the WA Premier dated 23 March 2020 – attachment 2.
- Letter from WALGA President, Mayor Tracey Roberts, to Local Government Mayors and Presidents dated 23 March 2020 – attachment 3.
- List of proposed Legislative and Regulatory Amendments – attachment 4.

Background

The Premier wrote to WALGA President, Mayor Tracey Roberts, on 17 March 2020, requesting that all Local Governments freeze rates fees and charges, in order to provide much needed financial support to households and businesses during the COVID-19 crisis. WALGA President, Mayor Tracey Roberts, replied to the Premier on 23 March 2020 and informed him that:

- The Local Government sector is acutely aware of the added financial pressure and uncertainty facing households, small businesses and the self-employed as a result of COVID-19.
- In order to realise a net zero rates, fees and charges increase, the sector needs support from the State Government in relation to a range of financial, regulatory and governance considerations.

On 23 March 2020, WALGA President, Mayor Tracey Roberts, wrote to all Councils and informed them of the above correspondence.

On 24 March 2020, a State and Local Government Partnership Agreement meeting was held. At this meeting, the Premier informed attendees that the COVID-19 situation had escalated, with expectations that the economic impact would be without precedent. The Premier urged the sector to consider the immediate implementation of any initiatives that would provide relief and economic stimulus for local economies, including the provision of financial support and relief to households and businesses,

Priority regulatory and legislative amendments to give effect to freeing up sector capacity has been tested informally with a working group of Local Government CEOs. The State Government has indicated that these changes will be given legislative priority (see attachment).

Comment

Initially, the economic impacts of COVID-19 were expected to be restricted to the sectors that relied on exports and imports from Asia. This primarily included the education, tourism, hospitality and construction sectors.

Over the past days and weeks, however, it has become an accepted view that the economic impacts of COVID-19 on the Australian and Western Australian economies will be severe. This is primarily due to the social distancing and business operating restrictions imposed by the Commonwealth Government, and uncertainty surrounding how long these restrictions will be in place. In addition, there is an expectation that further restrictions will be imposed, and the majority of businesses and schools will have to close their doors. This is weighing considerably on economic expectations.

Forecasts that aim to predict the extent of the economic impact of COVID-19 are constantly changing due the fluid nature of this event. This includes the extreme speed at which cases of COVID-19 transmission are occurring in Australia and the uncertain nature of any future Government response.

The most recent forecasts from Westpac expect job losses of over 800,000 across Australia by June and an unemployment rate of over 11% at this time. It is noted that only one week ago, the forecast from Westpac was that the unemployment rate would peak at 7%. The significant worsening of these forecasts were a result of widespread shutdowns announced by the Government.

The Bankwest Curtin Economics Centre has forecast similar job losses to Westpac in the immediate term, but expects the national unemployment rate will reach 12.7% in May 2021. This would mean

an additional one million people will be unemployed across Australia as a result of COVID-19. In WA, job losses of more than 100,000 are expected in the immediate term.

When travel restrictions and shutdowns eventually ease, the economy will rebound. It will, however, take a significant amount of time for the hundreds and thousands of people who lost their jobs due to COVID-19 to gain employment once again.

Although the Commonwealth and WA Governments have already announced economic stimulus measures, their ability to deliver future necessary stimulus will be compromised by their record levels of debt.

Given the unprecedented circumstances, there is a critical need for the Local Government sector to supplement the economic stimulus packages provided by the State and Federal Governments. In the immediate term, this is in the form of local level economic relief and support that focuses on:

- Ensuring that all Local Government employees maintain their employment;
- Providing financial relief and cash flow support to households and businesses;
- Making it easier for businesses to instill necessary changes to their operating models;
- Supporting local businesses and suppliers through additional spending; and
- Maintaining household and business confidence in the community.

A coordinated and widespread introduction of initiatives will demonstrate significant leadership from the sector. It will also demonstrate the Local Government sector's commitment to work together and do everything in its capacity to support local households and business during these highly uncertain times.

To assist the sector in undertaking the above initiatives, WALGA is looking at what it can do to ease financial pressure on members. A number of regulatory reforms are being progressed, and discussions with the Valuer General and Office of the Auditor General on matters critical to the sector are advanced. Furthermore, a special meeting of the LGIS Board will be held shortly with the goal of finalising a strategy to re-assign funds held in reserve to provide immediate financial relief for member councils in their 2020-21 contributions.

4 CLOSURE

There being no further business the Chair declared the meeting closed at 6:50pm.

DECLARATION

These minutes were confirmed at the meeting held on _____

Signed: Mayor Tracey Roberts

Person presiding at the meeting at which these minutes were confirmed

Attachment 2 – Letter to Premier from WALGA President.

23 March 2020

Hon. Mark McGowan MLA
Premier; Minister for Public Sector Management;
State Development, Jobs and Trade; Federal-State Relations
1 Parliament Place
West Perth
Western Australia 6005

e-mail: WA-Government@dpc.wa.gov.au

Dear Premier

State and Local Government response to COVID-19

Thank you for your correspondence dated 17 March 2019 regarding COVID-19.

The Local Government sector is acutely aware of the added financial pressure and uncertainty facing households, small businesses and the self-employed as a result of COVID-19.

I have written to all Councils advising of your request for their support and action to unilaterally freeze all Local Government Household Rates, Fees and Charges in 2020-21.

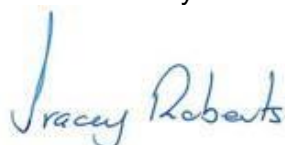
Many Councils are already demonstrating strong leadership and support for your initiative. However, in order to realise a net zero increase, we will need support from the State Government in relation to a range of financial, regulatory and governance considerations that need taking into account in complying with the request. Areas requiring resolution include, but are not limited to, the waste levy, electricity and street lighting tariffs and the planned revaluation of Gross Rental Values by the Valuer General in June 2020.

I have briefed the Local Government Minister on these measures, including options we have developed to further boost spending in our communities in the short to medium term. The team at WALGA are working carefully through the detail on these initiatives with your Ministerial colleagues and their agencies.

Please be assured that WALGA will continue to work with the State Government in support of WA's communities and households throughout this period of heightened uncertainty.

I am of the view that close collaboration between our two levels of Government is essential in ensuring that the State is in the best possible position to combat the economic and social impacts of COVID-19.

Yours sincerely



Mayor Tracey Roberts
President

Attachment 3 – Letter to all Councils from WALGA President**23/03/2020**

Dear _____

COVID-19 and the Premiers request for a Local Government Rate Freeze

I am in receipt of a letter from the Premier requesting support and action to unilaterally freeze all Local Government Household Rates, Fees and Charges in 2020-21 (see attached).

As Local Government we are acutely aware of the negative impact COVID-19 is having on our communities. The added financial pressure and uncertainty facing households, small businesses and self-employers, as well as our individual Councils, is of significant concern.

I have responded to the Premier, advising that Local Government understands the hardship facing many households and local businesses, and are already demonstrating strong leadership.

However, in order to realise a net zero increase, we will need support from the State Government in relation to a range of financial, regulatory and governance considerations that need taking into account in complying with the request. Areas requiring resolution include, but are not limited to, the waste levy, electricity and street lighting tariffs and the planned revaluation of Gross Rental Values by the Valuer General in June 2020.

I can assure you that I, and the team at WALGA are working through these issues with the relevant Government Ministers, Departments and Agencies to have these addressed as expeditiously as possible.

I am of the view that close collaboration between our two levels of Government is essential in ensuring that the whole State is in the best possible position to combat the economic and social impacts of COVID-19. Consideration of a net zero increase to Council rates, fees and charges is an important element in reducing the pressure that our communities are facing.

I look forward to working with you in supporting WA's communities, businesses and households throughout this period of heightened uncertainty.

Should you or your staff require additional information on COVID-19, I refer you to the WALGA website: <https://walga.asn.au/News,-Events-and-Publications/Media/COVID-19>

Yours sincerely



Mayor Tracey Roberts
President

Attachment 4. – List of Proposed Legislative and Regulatory Amendments

The WA State Government are proposing the following legislative and regulatory amendments:

- Section 3.12 – Provide LGs the ability to suspend, by resolution, certain parts of a local law during a state of emergency or public health emergency.
- A power for the Minister to defer any election and extend the appointment of any Commissioners, notwithstanding the other provisions in the Act, for the duration of the State of Emergency.
- Power to be provided to Minister to waive requirement for absolute majority decision during a State of Emergency declared under the Emergency Management Act 2005
- All public meetings are suspended during a State of Emergency declared under the Emergency Management Act 2005.
- Where a state of emergency is declared under the Emergency Management Act 2005, all time periods specified in the Act are suspended and recommence after the time specified in the declaration has expired or it is revoked by the Minister.
- Minister (for Local Government) has power to waive requirements for giving public notice during a State of Emergency declared under the Emergency Management Act 2005.
- Purchasing/Tenders – Amendments to Local Government Function & General Regulations as per below;
 - Regulation 11(1) Tender Threshold: Increase the tender threshold to \$250,000 : This will permit Local Governments to extend the use their Purchasing Policy and apply local content provisions more readily to goods and services acquired via verbal and written quotations;
 - Regulation 11(2) Tender Exemptions: Introduce new tender exemption criteria for any goods or services associated with the state of emergency declaration (similar to purchases from expenditure authorised by Mayor / President in an emergency under s. 6.8(1)(c);
 - Regulation 21A(b) Varying a contract for the supply of goods or services: Currently limits renewal or extension of contracts where Regulation 11(2)(j) applies i.e. when renewal/extension clauses in contracts are exhausted. Recommend amending this Regulation to permit contract renewal or extension for an additional 12 months as a consequence of state of emergency, and for any existing contract at the discretion of the Local Government (that is, don't regulate rules such as 'essential services' as this proposal is more about business continuity and supporting existing suppliers esp. local)

WALGA has also requested consideration of the following two issues:

- Developer Contributions - Need ability to utilise Developer contributions funds set aside for emergency use in respect to COVID-19 - This will require an amendment to the Planning and Development Act 2005, Section 154: Money paid in lieu of open space
- Government Grants – Ability for Local Governments who have received Government Grants for projects (State and Commonwealth), for the funds be re-purposed to address COVID-19 issues. For example a LG has been provided grant funds to build a recreation centre, these funds could and the Councils own contribution could be re-purposed under State of Emergency provisions.

8.1.3 COVID-19 Local Community Support – Freezing of Rates, Fees and Charges	
Location:	Mukinbudin
File Ref:	ADM 005
Applicant:	Dirk Sellenger, Chief Executive Officer
Date:	1 st April 2020
Disclosure of Interest:	Nil
Responsible Officer	Dirk Sellenger, Chief Executive Officer
Author:	Dirk Sellenger, Chief Executive Officer
Voting Requirements	Simple Majority
Documents Attached	Nil
Documents Tabled	Nil

Summary

The spread of COVID-19 throughout the world and Australia has impacted all business and individuals including those in the Shire of Mukinbudin. This impact is causing both financial and emotional stress.

One way the Shire of Mukinbudin can show support to its local community is by freezing rates, Fees and Charges, minimising non-essential expenditure and directing as much business to businesses within the Shire of Mukinbudin as possible.

This agenda item considers and makes recommendations with respect to freezing rates, fees and charges and minimising non-essential expenditure.

Background Information

Consideration of the 2019-2020 budget and Long-Term Financial Plan.

Officer Comment

There are several considerations when considering the outcome of the year ending 30 June 2021. These are:

- The brought forward from 2019/2020.
- The impact of the reduction of income from short stay accommodation.
- The impact of the no increase to rates, fees and charges income.

Brought Forward Balances

The budget for 2019/2020 was based on a brought forward surplus \$221,968.00. At this stage it is unlikely a forward surplus of this magnitude will be realised as the mid-year review predicted a small deficit of \$717 at 30 June 2020.

As a result, if nothing else changes, significant savings will need to be realised to balance the 2020/2021 budget. It is therefore prudent that non-essential expenditure be minimised immediately to help us through June 2021 to compensate for lost income and no increase in rates, fees and charges.

Short Stay Accommodation Income Reduction

With the closure of the Caravan Park and other short stay accommodation, income from these sources has significantly reduced. Over the next 9 months the reduction in income is expected to be roughly \$90K compared to extrapolation of the original budget for 2019/2020. Most of the reduction will be seen in 2020/2021 as income to date in 2019/2020 has been in excess of the year to date budget.

Freezing of Rates, Fees and Charges

The Long-Term Financial Plan provided for no increase in GRV income and a 7% increase in UV rates. The impact of no increase in UV rates compared the 7% in proposed in the Long-Term Financial Plan is a reduction of rate income of about \$69K.

The Long-Term Financial Plan provided for a 2% increase in fees and charges. If no increase is applied to the fees and charges the income will be about \$11K less than it would have been otherwise.

In a normal budget year there can be significant increase in government-based utility charges. At the time of writing these are not expected to increase and so will partially offset the loss of additional income by an estimated \$4K.

Summary

The estimated reductions in income as the result of the recommendations of this agenda item are:

Rate Income Reduction	\$69,000
Fee and Chargers Income Reduction	\$11,000
Total	<u>\$80,000</u>

In addition over the next 9 months income from short stay accommodation is estimated to be \$90,000 less than would have been expected without the COVID-19 outbreak.

Strategic & Social Implications

N/A

Consultation

Nil

Statutory Environment

General Financial Management of Council the *Local Government Act 1995*, and other acts and regulations pertaining to Local Government.

Policy Implications

Nil

Financial Implications

A reduction in income, below what would have normally been budgeted, for 2020/2021 of \$80,000.

OFFICER RECOMMENDATION / COUNCIL DECISION**Council Decision Number – 03 04 20****Moved: Cr Ventris****Seconded: Cr Nicoletti**

- 1. That from 10th April 2020 until 30th June 2021 there shall be no increase:**
 - A. To the property rates levied, including no increase that may have been otherwise made due to the change of use, valuation or rate type.**
 - B. In Fees and Charges except those subject to an increase specified in existing contractual arrangement or a new contracture arrangement.**
- 2. That the 2020/2021 budget be drafted, taking into account nil increase in Rates, Fees and Charges as proposed above and minimising non-essential expenditure.**
- 3. That planned future expenditure in 2019/2020 be reviewed and non-essential expenditure be amended by way of a further budget review in May 2020.**

Carried 9 / 0

9. Elected Members Motions of which previous notice has been given

8.1 Nil

10. Urgent Business without notice (with the approval of the President or majority of Council)

9.1 Nil

11. Important Dates

10.1 Dates to Remember

ANNUALLY	
Date	Details
January	No Council Meeting in January
February	Chief Executive Officer and Works Supervisor to inspect all plant and evaluate and/or amend its plant replacement programme for recommendation to Council. Audit Committee to review Statutory Compliance Return, meet with Auditor and report to next full Council meeting Local Government Compliance Return 1 January to 31 December each year. Community Strategic Plan, Long Term Financial Plan and Asset Management Plans – commence review process (Every two years)
March	Buildings inspection Shire buildings with Property Manager and report to Council's March or April meeting Roads Inspection – Annual Road inspections to prioritise items of roadwork's for forthcoming year. Councillors to present road proposals to CEO for consideration prior to this inspection. Complete review of Annual Budget (FM Regulations (33A) Completion of Statutory Compliance Audit Return (LG Act 7.13, Audit Regulations 13-15) to be sent to Department of Local Government prior to 31 March. Arrange AGM Bush Fire Advisory Committee meeting with Chief Bush Fire Control Officer for April
April	Present any items Councillors or Community requests for Budget inclusion – Community & Recreation Grant Forms. (Advertise) Undertake Review of Delegation of Authority Register to Committee and CEO (written confirmation to staff concerned) CEO to commence a full review of Delegations Register Policy / Procedures Manual Review – CEO to commence review process by including as last item on Council Agenda (if necessary)
May	Send out recoups of roads and other projects so grant funding can be received by 30 June Review Councils Fees and Charges for all Council services and facilities including rubbish service and charges MF to review and renew Council's insurance policies with LGIS
June	Sitting fees – Reminder to Councillors re: forthcoming years fees FOI Return (Note: not necessary if Nil return) FOI Statement – Review this month Works Supervisor to provide comments on RRG Submissions, which are due to go to Council in the August meeting. MF to conduct a Finance & Audit Committee meeting and meet with Auditor as per Committee Roles Council's Audit Committee to meet to discuss Interim Audit Every 4 years Financial Management Review due before 30 June WALGA Local Government Convention deadline for nominations 30 June each year – Public Interest Disclosure Return to be submitted for previous period 1/7 to 30/6. Chief Executive Officer's performance and remuneration review – commence this month
July	Draft Budget submitted by Chief Executive Officer and Manager of Finance Councillors and Senior Staff issued with Annual Interest Returns for completion CEO performance review Undertake Staff Annual Performance Reviews
August	Councillors and Senior Staff – reminder of Annual Financial Interest Return to be completed to CEO prior to 31 August Completion/Adoption of budgets (absolute majority). Send copy to Department of Local Government within 30 days (LG Act 6.2, FM Regulations 33)
September	Completion of Annual Financial Report & submitted to Auditor. AFR sent Dept. of Local Government within 30 days (LG Act 6.5, FM Regulations 5.1)

October	<p>Review of Council's Code of Conduct – Section 5.103 (if unable to complete full review at this meeting discuss with Council the need to convene a Special Meeting to finalise review at this meeting or simply complete review at December Ordinary Meeting)</p> <p>Local Govt is to review its Code of Conduct within 12 months after each ordinary election day & make such changes to the code as appropriate.</p> <p>Advise Council in the October Information Bulletin of the time, date and venue for the annual staff end of year function.</p> <p>Special Meeting (Election Years Only) advertise special meeting to swear in Councillors, Elect President, Deputy President, Committee etc. for Monday immediately after the Saturday elections.</p>
November	<p>Pensioner rates rebate claim to be lodged</p> <p>Call for nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)</p>
December	<p>Annual Financial Report – Acceptance by Council within two months of receipt of the Auditors report</p> <p>Newsletter & Local Newspaper – advertise date, time and venue of all Council and Committee meetings for next calendar year (with delegated authority, if any) (S.5.251 (g) & Reg 12).</p> <p>Council's Audit Committee to meet to discuss Final Audit Report and Management Letter.</p> <p>Close of nominations for Shire of Mukinbudin Citizens of the Year (Australia Day)</p>

12. Closure of Meeting

12.1 The Chairperson thanked Elected Members and Staff for attending and declared the meeting closed at 3.56pm.



DECLARATION

I declare that these minutes of the Special Meeting of Council held on the 3rd April 2020 were confirmed at the Ordinary Meeting of Council held on 19th May 2020.

Signed: _____

Being the person presiding at the meeting at which these minutes were confirmed

Date: _____

19 May 2020

[Signature]