



TOWN OF
VICTORIA PARK

Special Council Meeting

Agenda – 25 June 2019



WE'RE OPEN
VIC PARK

Please be advised that an **Special Council Meeting** will be held at **6:00 pm** on **Tuesday 25 June 2019** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

Mr Anthony Vuleta – Chief Executive Officer

20 June 2019

Table of contents

Item	Page no
1 Opening	3
2 Announcements from the Presiding Member	4
3 Attendance.....	5
3.1 Apologies	6
3.2 Approved leave of absence	7
4 Declarations of interest.....	8
5 Public question time.....	9
5.1 Public question time	9
6 Public statement time	10
7 Confirmation of minutes.....	11
8 Presentations	12
9 Method of dealing with agenda business.....	15
10 Chief Executive Officer reports	17
11 Chief Community Planner reports.....	17
12 Chief Operations Officer reports.....	17
13 Chief Financial Officer reports.....	17
13.1 2019-2020 Annual Budget Report.....	17
14 Committee Reports.....	27
15 Applications for leave of absence	27
16 Motion of which previous notice has been given	29
17 Questions from members without notice	29
18 New business of an urgent nature	30
19 Public question time	31
20 Public statement time	32
21 Meeting closed to the public	33
21.1 Matters for which the meeting may be closed.....	33
21.1.1 CEO 2018/19 Performance Review Findings and Recommendations.....	33
21.2 Public reading of resolutions which may be made public	33
22 Closure	34

1 Opening

1.1 Prayer (by Chief Executive Officer)

Almighty God, under whose providence we hold responsibility for this Town, grant us wisdom to understand its present needs, foresight to anticipate its future growth and grace to serve our fellow citizens with integrity and selfless devotion.

And to Thee, be all blessing and glory forever.

AMEN

1.2 Acknowledgement of Country (by Mayor)

I am not a Nyungar man, I am a non-Indigenous man. I am honoured to be standing on Whadjuk - Nyungar country on the banks of the Swan River.

I acknowledge the traditional custodians of this land and respect past, present and emerging leaders, their continuing cultural heritage, beliefs and relationship with the land, which continues to be important today.

I thank them for the contribution made to life in the Town of Victoria Park and to this region.

2 Announcements from the Presiding Member

2.1 Recording of proceedings

In accordance with clause 5.14 of the *Town of Victoria Park Standing Orders Local Law 2011*, as the Presiding Member, I hereby give my permission for the administration to record proceedings of this meeting.

2.2 Public question time and public statement time

There are guidelines that need to be adhered to in our Council meetings and during question and statement time people speaking are not to personalise any questions, or statements about Elected Members, or staff or use any possible defamatory remarks.

In accordance with clause 5.15 of the *Town of Victoria Park Standing Orders Local Law 2011*, a person addressing the Council shall extend due courtesy and respect to the Council and the processes under which it operates and shall comply with any direction by the presiding member.

A person present at or observing a meeting shall not create a disturbance at a meeting, by interrupting or interfering with the proceedings, whether by expressing approval or dissent, by conversing or by any other

means.

When the presiding member speaks during public question time or public statement time any person then speaking, is to immediately stop and every person present is to preserve strict silence so that the presiding member may be heard without interruption.

2.3 No adverse reflection

In accordance with clause 14.1 of the *Town of Victoria Park Standing Orders Local Law 2011*, both Elected Members and the public when speaking are not to reflect adversely on the character or actions of Elected Members or employees.

2.4 Town of Victoria Park Standing Orders Local Law 2011

All meetings of the Council, committees and the electors are to be conducted in accordance with the Act, the Regulations and the *Town of Victoria Park Standing Orders Local Law 2011*.

3 Attendance

Mayor

Mr Trevor Vaughan

Banksia Ward

Cr Claire Anderson
Cr Julian Jacobs
Cr Ronhhda Potter
Cr Karen Vernon

Jarrah Ward

Cr Jennifer Ammons Noble
Cr Bronwyn Ife
Cr Brian Oliver
Cr Vicki Potter

Chief Executive Officer

Mr Anthony Vuleta

Chief Operations Officer

Mr Ben Killigrew

Chief Financial Officer

Mr Michael Cole

Chief Community Planner

Ms Natalie Martin Goode

Manager Governance and Strategy

Ms Danielle Uniza

Manager Human Resources and Organisational Development

Mr Graham Olson

Secretary

Ms Amy Noon

3.1 Apologies

3.2 Approved leave of absence

4 Declarations of interest

Declarations of interest are to be made in writing prior to the commencement of the meeting.

Declaration of financial interests

A declaration under this section requires that the nature of the interest must be disclosed. Consequently, a member who has made a declaration must not preside, participate in, or be present during any discussion or decision-making procedure relating to the matter the subject of the declaration. An employee is required to disclose their financial interest and if required to do so by the Council must disclose the extent of the interest. Employees are required to disclose their financial interests where they are required to present verbal or written reports to the Council. Employees can continue to provide advice to the Council in the decision-making process if they have disclosed their interest.

Declaration of proximity interest

Elected members (in accordance with Regulation 11 of the Local Government [Rules of Conduct] Regulations 2007) and employees (in accordance with the Code of Conduct) are to declare an interest in a matter if the matter concerns: a) a proposed change to a planning scheme affecting land that adjoins the person's land; b) a proposed change to the zoning or use of land that adjoins the person's land; or c) a proposed development (as defined in section 5.63(5)) of land that adjoins the persons' land.

Land, the proposed land adjoins a person's land if: a) the proposal land, not being a thoroughfare, has a common boundary with the person's land; b) the proposal land, or any part of it, is directly across a thoroughfare from, the person's land; or c) the proposal land is that part of a thoroughfare that has a common boundary with the person's land. A person's land is a reference to any land owned by the person or in which the person has any estate or interest.

Declaration of interest affecting impartiality

Elected members (in accordance with Regulation 11 of the Local Government [Rules of Conduct] Regulations 2007) and employees (in accordance with the Code of Conduct) are required to declare any interest that may affect their impartiality in considering a matter. This declaration does not restrict any right to participate in or be present during the decision-making process. The Elected Member/employee is also encouraged to disclose the nature of the interest.

5 Public question time

5.1 Public question time

6 Public statement time

7 Confirmation of minutes

Recommendation

That Council receives the notes of the Special Agenda Briefing Forum held on 18 June 2019.

8 Presentations

8.1 Petitions

8.2 Presentations (awards given to the Town)

8.3 Deputations

9 Method of dealing with agenda business

10 Chief Executive Officer reports

11 Chief Community Planner reports

12 Chief Operations Officer reports

13 Chief Financial Officer reports

13.1 2019-2020 Annual Budget Report

Location	Town-wide
Reporting officer	Ann Thampoe
Responsible officer	Luke Ellis
Voting requirement	Absolute majority
Attachments	1. Collated submissions [13.1.1 - 4 pages] 2. 2019-2020 Annual Budget - Town of Victoria Park [13.1.2 - 147 pages]

Recommendation

That Council adopts:

- 1) The municipal fund budget for 2019-2020
 - a) Pursuant to the provisions of Section 6.2 of the *Local Government Act 1995* (as amended), and Part 3 of the *Local Government (Financial Management) Regulations 1996*, adopts the Municipal Fund Budget, as included in the Appendices, for the Town of Victoria Park for the 2019-2020 financial year, which includes the following:
 - i) Statement of Comprehensive Income by Nature and Type showing a net result for that year of \$9,476,090
 - ii) Statement of Comprehensive Income by Program showing a net result for that year of \$9,476,090
 - iii) Rate Setting Statement showing an amount required to be raised from rates of \$47,517,462
 - iv) Notes to, and forming part of, the budget
 - v) Budget program schedules
 - vi) Transfers to/from Reserve Accounts as detailed
 - vii) The Schedule of Fees & Charges for 2019-20
 - viii) Elected Members' fees and allowances.
- 2) Differential rates, minimum payments and instalment payment arrangements
 - a) Imposes the following differential rates, representing and average increase of 2.5%, for the 2019-2020 financial year for the purpose of yielding the deficiency disclosed by the 2019-2020 Municipal Fund Budget pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995*.
 - i) Residential – GRV
 - (1) 0.0861 cents in the dollar of gross rental value applicable to properties used primarily as a place of residence subject to a minimum rate of \$1,264 per assessment.
 - ii) Non-Residential - GRV
 - (1) 0.0964 cents in the dollar of gross rental value applicable to properties not used primarily as a place of residence subject to a minimum rate of \$1,314 per assessment
 - b) Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 64(2) of the *Local Government (Financial Management) Regulations 1996*, nominates the following due dates for rate payment in full and by instalments.
 - i) Full payment and 1st instalment due date 4 September 2019
 - ii) Second quarterly instalment due date 6 November 2019
 - iii) Third quarterly instalment due date 15 January 2020
 - iv) Fourth quarterly instalment due date 19 March 2020.
 - c) Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 67 of the *Local*

Government (Financial Management) Regulations 1996, Adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$14.00 for each instalment after the initial instalment is paid (a total of \$42.00)

- d) Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 68 of the *Local Government (Financial Management) Regulations 1996*, adopts an interest rate of 5.5% where the owner has elected to pay rates and service charges through an instalment option
 - e) 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*, adopts an interest rate of 11% for rates (and service charges) and costs of proceedings to recover such charges that remain unpaid after becoming due and payable.
- 3) Fees & Charges
- a) That Council, by an Absolute Majority, Pursuant to Section 6.16 of the *Local Government Act 1995*, Section 245A (8) of the *Local Government (Miscellaneous Provisions) Act 1960*, Section 67 of the *Waste Avoidance and Resources Recovery Act 2007*, and Regulation 53(2) of the *Building Regulations 2012* adopts the Fees and Charges included in the Annual Budget 2019-2020 as attached to, and forming part of, this report.
- 4) Elected Members' fees and allowances
- a) Pursuant to Section 5.98 of the *Local Government Act 1995* and Regulation 34 of the *Local Government (Administration) Regulations 1996*, adopt the following annual fees for payment of Elected Members in lieu of individual meeting attendance fees:
 - i) Mayor \$31,149
 - ii) Councillors \$23,230
 - b) Pursuant to Section 5.99A of the *Local Government Act 1995* and Regulations 34A and 34AA of the *Local Government (Administration) Regulations 1996*, adopts the Information and Communication Technology allowance of \$3,500 for Elected Members
 - c) Pursuant to Section 5.98(5) of the *Local Government Act 1995* and Regulation 33 of the *Local Government (Administration) Regulations 1996*, adopts the annual local government allowance of \$63,354 to be paid to the Mayor in addition to the annual meeting allowance
 - d) Pursuant to Section 5.98A of the *Local Government Act 1995* and Regulation 33A of the *Local Government (Administration) Regulations 1996*, adopts the annual local government allowance of \$15,838.50 to be paid to the Deputy Mayor in addition to the annual meeting allowance.
- 5) Material variance reporting for 2019-2020
- a) Pursuant to Regulation 34(5) of the *Local Government (Financial Management) Regulations 1996*, and Australian Accountings Standard AASB 1031 Materiality, adopts the level to be used in Statements of Financial Activity in 2019-2020 for reporting material variances of any individual business unit / service area shall be an amount of (+) or (-) \$25,000.

Purpose

The 2019-2020 Annual Budget has been prepared in accordance with the requirements of the *Local Government Act 1995* and various accounting standards. The purpose of this report is to facilitate final consideration of the annual budget enabling the continued operation of the Town's works and services programs.

In brief

The main features of the budget are as follows:

- An average rate increase of 2.5%, with differential rates being applied. These being:
 - (a) Residential – GRV
 - (i) Encompassing properties used primarily as a place of residence
 - (ii) At 8.61 cents in the dollar with a minimum payment of \$1,264
 - (b) Non-residential – GRV
 - (iii) Encompassing properties not used primarily as a place of residence
 - (iv) At 9.64 cents in the dollar with a minimum payment of \$1,314.
- An initial rate revenue strike in the order of \$47.3 million
- Total capital expenses in the order of \$26.2 million, with approximately \$12.4 million representing additional capital works, and the remaining \$13.8 million being items carried forward from previous years
- Total operating expenses in the order of \$61.9 million
- Fees and charges have been reviewed and amended as appropriate
- The majority of properties in the district have, as part of the annual rates levied on the property, the rubbish and recycling services included
- An estimated surplus of \$6.4 million is anticipated to be brought forward from 30 June 2019. This is an unaudited figure and may be subject to change. Any change will be addressed as part of a future review of the budget
- Results of public submission period:
 - (a) In accordance with the *Local Government Act 1995*, the Town advertised the intention to levy differential rates for the 2019-2020 financial year and called for submissions relating to this. Advertising, which was in excess of statutory requirements, was by way of:
 - (i) The West Australian
 - (ii) The Southern Gazette
 - (iii) Public noticeboards
 - (iv) Council's online engagement platform
 - (v) Social media channels.
 - (b) The request for public submissions sought feedback on the proposal to implement differential rating in the district and any other related matter.
 - (c) Submissions remain open, any received following compilation of this agenda will be added to the subsequent Ordinary Council Report for consideration 25 June 2019.

Background

- 1) Each year Council is to adopt an annual budget for the purposes of allocating resources towards the provision of works and services. The development of the 2019-2020 Annual Budget has been undertaken in a participatory manner with Elected Members aiming to achieve empowered decision making.
- 2) The development of the budget documentation has involved a series of concept forums with Elected Members to identify programs, service levels and projects aligned with the Strategic Community Plan and Corporate Business Plan.
- 3) Concept forums and information supplied to Elected Members included options and materials sufficient to understand and influence the interdependencies, options and impacts related to:
 - (a) Rates increases,

- (b) Strategic Projects
- (c) Discretionary programs or projects
- (d) Service levels inclusive of increases and decreases
- (e) Asset management timing options including deferrals
- (f) Financial Reserves.

4) In accordance with the *Local Government Act 1995*, advertising of Differential Rates was undertaken across a range of mediums. This advertising was subsequently ratified by a Special Meeting of Council 4 June 2019.

Strategic alignment

The development and consideration of the budget documentation has had regard for the direction as provided by the Town's Strategic Community Plan and Long-Term Financial Plan.

Civic Leadership	
Strategic outcome	Intended public value outcome or impact
CL06 - Finances are managed appropriately, sustainably and transparently for the benefit of the community.	The 2019-2020 budget has been developed using a participatory approach with Elected Members to ensure the budget is reflective of the community's current needs.

Engagement

Internal engagement	
Stakeholder	Comments
All Internal Service Areas	Budgets were developed by the Town's service areas, the compiled Draft 2019-2020 Annual Budget represents resource the requirements to deliver the Town's programs, services and projects.

External engagement	
Stakeholders	Community
Period of engagement	23 May – 17 June (estimated)
Level of engagement	Consult
Methods of engagement	Written Submissions
Advertising	<ol style="list-style-type: none"> 1. The West Australian 2. The Southern Gazette 3. Public noticeboards 4. Council's website 5. Your Thoughts e-newsletter 2,126 reach 6. Council's online engagement platform 7. Social media channels <p>During the submission period, the following statistics were collated:</p> <ul style="list-style-type: none"> • Facebook - 1,316 people reached, 88 engagements, 2 comments, 1 shares • Website public notice - 5 page views, 5 users, average time on 1m14

	<ul style="list-style-type: none"> Your Thoughts - 0 submissions, 62 page visits, 25 document downloads
Submission summary	<p>Zero submissions were received, submissions remain open, any received following compilation of this agenda will be added to the subsequent Ordinary Council Report for consideration on 25 June 2019.</p> <p>Further consideration</p> <p>Seven differential rating submissions were received following finalisation of the special agenda briefing report and have been added as an attachment to this report.</p>
Key findings	The notice was viewed in excess of 3,500 times with the full detail reviewed by 25 people.

Legal compliance

[Section 6.2 of the Local Government Act 1995](#)

[Part 3 of the Local Government \(Financial Management\) Regulations 1996](#)

[Regulation 34 of the Local Government \(Financial Management\) Regulations 1996](#)

Risk management consideration

Risk and consequence	Consequence rating	Likelihood rating	Overall risk analysis	Mitigation and actions
<p>Reputational</p> <p>Negative public perception if Council does not adopt the annual budget.</p>	Moderate	Likely	Moderate	<p>Elected Member engagement through participatory budget workshops</p> <p>Community submission periods</p>
<p>Service interruption</p> <p>Potential reduction in the quality of assets provided and services delivered if the rate increase and annual budget are not adopted.</p>	Major	Likely	High	Elected Member engagement through participatory budget workshops.

Financial implications

Current budget impact	No impact.
-----------------------	------------

Analysis

- 5) After allowing for the proposed carry forward items from the previous year (2018-2019), as detailed and explained in the next section of this item, there is no proposed year end surplus position forecast for 30 June 2020.
- 6) Carry-forward items from the previous annual budget.
Each year the Town potentially carries forward works and projects (and in some instances associated project revenues) that are 'in progress' or have been deferred for a specific reason.

There are three categories of carry-forward items, these being:

- a) Programs/projects either in progress or yet to commence that are fully or partly funded from sources external to Council, e.g. grant and/or contribution-funded programs/projects;
 - b) Council funded programs/projects that, as at 30 June, are either in progress or yet to commence, and for which there exists a desire to continue forward with the programs/projects; and
 - c) Those other Council works and services where there exists a known outstanding commitment/obligation to complete a specific task, e.g. programs/projects temporarily deferred for a variety of reasons.
 - d) Carry-forward items from the previous budget included in the 2019-2020 Annual Budget have a net total of \$6.1 million (\$17.1 million in expense and \$7.5 million in associated revenue, and \$3.5 million from Reserves).
 - e) There is a separate section within the 2019-2020 Annual Budget that provides a complete listing of all items for carry forward.
- 7) Proposed rates to apply for the 2019-2020 financial year
 - a) During Elected Member workshops, average rate increases were considered against programs, services and projects to be delivered, information from Elected Members identified an aim to levy a rate increase below the long-term financial plan estimate of 3%. During the workshops the Elected Members were provided with a budget modelling tool which assisted them to analyse different budget scenarios enabling the selection of potential savings based on reduced level of service and recognise additional budget required to include projects which were predominantly of a strategic nature. Accordingly, and in consideration of the Town's programs, projects and services and feedback received from the Elected Members an average increase of 2.7% was subsequently advertised. However, through internal review and further identification of cost savings, the Town is now recommending a rate increase of 2.5%
 - i) Residential – GRV
 - (1) 8.61 cents in the dollar of gross rental value applicable to properties used primarily as a place of residence subject to a minimum rate of \$1,264 per assessment.
 - ii) Non-Residential - GRV
 - (1) 9.64 cents in the dollar of gross rental value applicable to properties not used primarily as a place of residence subject to a minimum rate of \$1,314 per assessment
 - b) By applying the above rates in the dollar and minimum payments, an initial rate revenue strike in the order of \$47.3 million will be realised

- c) The following is a summary of the matters considered in achieving the proposed 2.5% rate increase, which is in keeping with the most recent Long-Term Financial Plan:
- i) Variations have been made to reserve fund transfers
 - ii) Revenue estimates have been updated based on proposed changes to fees and charges, current service delivery plans and expected grant income
 - iii) Rate revenue from larger-scale developments in the district have been considered with regards to anticipated completion dates
 - iv) Increased expenses likely to be incurred as a result of state government price increases and increases in material and services charges
 - v) Some new initiatives include;
 - (i) Urban Forest Strategy initiatives \$1.0 million
 - (ii) Edward Millen master plan \$300,000
 - (iii) 25th year anniversary of the Town \$200,000 initiatives
 - (iv) Photovoltaic panel installation at Aqualife \$200,000
 - (v) John Macmillan precinct master plan \$150,000
 - (vi) Place Planning initiatives \$112,000
 - (vii) Archer and Mint Street streetscape improvement plan \$60,000
 - (viii) 2019-2020 Business events \$57,000
 - (ix) Higgins Park master plan \$50,000
 - (x) Etwell Street revitalisation detailed design \$40,000
- 8) Determination of material variance for reporting purposes
- a) Each year Council is required to adopt a percentage or value for the purposes of reporting material variances in the Monthly Financial Activity Statement. This value or percentage is then used throughout the financial year to identify potential areas in Council's actual revenues and expenditures that may not be in keeping with Council's budget.
 - b) The early identification of these potential issues can assist in better utilisation and allocation of scarce Council funds and resources. The values chosen should provide a good indication of variances that would not normally be able to be covered through Council's normal operations and should, therefore, be assessed to identify if a potential issue exists or not. Council has previously used a value of (+) or (-) \$25,000, per business unit/service area, for each of the revenue and expenditure areas included in the Statement of Financial Activity.
 - c) It is recommended that this value continue to be used.
- 9) Statement of calculation of the annual budget
- In compiling the annual budget, officers have, in accordance with the Local Government Accounting Manual, as produced by the Department of Local Government:
- a) identified recurring operating revenue and expenditure
 - b) prepared salary and wages schedules including proposed new staff positions, staff
 - c) increment changes and enterprise agreement increases
 - d) prepared capital expenditure based, where possible, on long-term asset management plans;
 - e) confirmed grants for both operating and capital requirements
 - f) determined and applied the assumptions for the opening current position from the previous financial year
 - g) identified any carry forward projects into the new financial year
 - h) flagged committed funds and excluded these from the brought forward balance in the determination of the current position
 - i) established if there is a budget deficit or surplus to be carried forward restricted to the prescribed amount

- j) obtained estimates for non-current assets to be sold or traded-in on new assets
- k) obtained estimates for insurance, including workers' compensation
- l) updated the scale of fees and charges for the next 12 months
- m) compiled projected cash flows over the next 12 months to ensure there is sufficient liquidity to meet current commitments throughout the year
- n) prepared the budget document consistently with comparative financial results for the previous year
- o) ensured that any surplus funds invested conforms with the short-term requirements for drawdowns as and when the funds are required
- p) completed all the required statutory schedules for adoption by Council.

Relevant documents

Not applicable.

Further consideration

The following further information was requested at the Special Agenda Briefing Forum held on 18 June 2019.

- 10) Provide further information on cost savings identified through the internal review:

Various cost savings were identified across many service areas throughout the process. A significant saving identified related to two vehicles that were no longer required to be replaced. One of the vehicles related to the Parking team who no longer required the 4th vehicle due to the new location of the Parking office. The other vehicle related to the Rangers team which will not be replaced in the next financial year.

- 11) Under revenue there is a reference to operating grant subsidies and contributions. The 2018/19 budget was \$3,779,500 but the actual was \$1,945,082. For the coming budgeted year, it is just under \$3.5 million. Why did the budgeted projection figures for last year turn out to be considerably less than the actual? On what basis are we budgeting in this coming year?

The variance predominantly relates to the operating component of the Lathlain Precinct Redevelopment project which is \$2 million. Grant progress claim has been delayed due to project delays. This amount has been carried forward to the next financial year.

- 12) Why did we only end up with actual revenue of \$1 million for non-operating grant subsidies and contributions when we budgeted for \$6 million? Why are we budgeting for \$8.7 million in the coming year?

Of the outstanding Capital grant funding \$3.8 million relates to the Lathlain Precinct Redevelopment project. Delays in the project has meant that capital expenditure and associated revenue relating to this project has been carried forward to the next financial year.

\$304,000 of the grant funding relates to the McCallum Park River Wall Foreshore Landscape project. The Department of Biodiversity Conservation and Attractions was invoiced for this amount and the grant is currently recorded as a grant in advance, awaiting project completion. Delays due to the project needing multiple State agency approval has meant that this project and associated grant

funding carried forward to the next financial year.

The remaining grant funding predominantly relates to Main Roads WA Black Spot Grants associated with capital Road renewal and upgrade work. Delays in capital projects has meant that progress claims on these projects are not able to be made before the end of the financial year. These capital projects and associated grant funding has been carried forward to the next financial year.

Of the \$8.7 million capital funding expected within the 2019-2020 financial year, \$5.4 million relates to grants carried forward.

\$1.4 million of new capital grant funding is budgeted for the Lathlain Precinct Redevelopment Project. \$235,000 of new capital grant funding is budgeted for Aqualife 50 meter pool starting blocks and submersible wall project. The remaining new capital funding relates predominantly relates to Transport grants expected from Main Roads WA.

- 13) Seven differential rating submissions were received following finalisation of the special agenda briefing report and have been added as an attachment to this report.
- 14) Several questions were asked at the Agenda Briefing Forum on the 18 June 2019 regarding this item. The information below will assist in the consideration of this matter.
- 15) In relation to the \$30,000 carry forward associated with the Town's 25th anniversary, this consists of:
 - a) \$10k – 25th Anniversary Time capsule at John Mactivation
 - b) \$10k- Summer Street Party Birthday Edition
 - c) \$6K- Staff and Volunteer Birthday celebration event
 - d) \$4k- 25th Anniversary merchandise and 25th Anniversary Co-branding of Town events and initiatives
- 16) In relation to the Place Planning Capital Quick Wins, an amount of \$12,500 would provide enough funding to deliver 2 to 3 small capital 'quick win' projects. These quick wins are important because they:
 - Build momentum and excitement in the community and demonstrate that Council can act quickly;
 - Provides an opportunity to pilot or test an initiative that, if successful, could potentially be scaled up or become normal practise; and
 - Enable the organisation to seize on an opportunity that presents itself during the financial year, whether it be identified by the Place Leader, the Community or any member of the organisation.

Place Leaders considered that in the first instance it would be simpler to allocate a \$12,500 budget for each place as a means of equitable distribution rather than adopting a methodology such as population size, area covered, rates generated, etc.

This budget is designed to accommodate simple and agile projects that do not require significant planning such as Businesses Cases. Each project would include a very simple project plan that is agreed to internally by effected stakeholders.

- 17) In response to the question "Who will make the decision to approve funding for initiatives - by place

leaders or will there will a level of higher approval and oversight?", once an initiative is collaboratively agreed (including in some instances involvement from the community) then approval for funding will be sort by the relevant Place Leader, with requests under \$12,500 capable of being approved by the Manager Place Planning. In some instances an approval under delegated authority for the work may be required (ie. new bench seats in the road reserve) and that would sit with the relevant officer (ie. Manager Technical Services).

18) In response to the question "How will the Town ensure that the funds are equitably allocated in response to community requests?", in the first instance it is important to note that funds might not be spent in response to a community request. The Place Leaders, as urban professionals, may seize on opportunities that present through the year that improve their assigned place. Place Leaders will aim to expend the funds based on an initiative that they (and the relevant parts of the organisation) believe to deliver the biggest impact for their respective place. Notwithstanding this, Quick Wins may be informed by the Community

19) In response to the question "Will the allocations be reviewed regularly to ensure that the funds are being allocated equitably and distributed in the most cost effective manner?", careful consideration of any potential initiative by the Place Leader and relevant Town staff will ensure the proposal is delivering the biggest impact in the most cost effective way. It is proposed that each Place receives an amount of \$12,500 with that amount **not** being subject to change (ie. each Place gets the same as every other Place).

20) In response to the question "What steps will be taken if one place does not receive any (or very little) funding allocations?", an amount of \$12,500 has been proposed for each place. There is no intention to transfer one places fund to another place. Therefore each place gets the same amount.

21) In response to the question "Will unspent funding be carried forward?" no, and there is no intention for any funds to be unspent at the end of the Financial Year

22) In response to the question "How will the Town avoid decisions being made to spend the funding close to the FYE simply for the sake of ensuring the budget is fully expended?", by commencing the identification, planning, design (if necessary) and approval of projects very early in the 2019/20 financial year to ensure implementation occurs well before June 2020.

23) In response to the question "Accepting the intention behind "quick wins" and the relatively small individual budget allocations lend themselves to less red tape than otherwise might be the case, how will we ensure transparency to the community in relation to who gets what, and how they go about getting funding for their local communities.?", these quick wins are for Council to 'get in' and deliver incremental improvements in each place to generate momentum, excitement and build trust (as well as demonstrate good place outcomes). They are not designed to be provided to Community groups – that is the job of the Community, Place and Urban Forest Grants Program. The Grants Program has its own communications plan that ensures transparency of information. Notwithstanding this, Quick Wins may be informed by the Community.

24) Quick wins will be communicated to Councillors and the Community via the channels appropriate for

the initiative. For example a Planter Box Pilot Scheme is currently being implemented in Archer Street, Carlisle. The appropriate communication for this project has been one-on-one business liaison to inform implementation, a Desk of the CEO update for Elected Members and Administration notification, and a future social media post for broader community notification.

- 14 Committee Reports**
- 15 Applications for leave of absence**
- 16 Motion of which previous notice has been given**
- 17 Questions from members without notice**
- 18 New business of an urgent nature**
- 19 Public question time**
- 20 Public statement time**
- 21 Meeting closed to the public**
 - 21.1 Matters for which the meeting may be closed**
 - 21.1.1 CEO 2018/19 Performance Review Findings and Recommendations**
 - 21.2 Public reading of resolutions which may be made public**
- 22 Closure**