



TOWN OF  
VICTORIA PARK

## Special Council Meeting Minutes – 29 July 2020

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**WE'RE OPEN**  
**VIC PARK**

Please be advised that a Special Council Meeting was held at **6:30 pm** on **Wednesday 29 July 2020** in the **Council Chambers**, Administration Centre at 99 Shepperton Road, Victoria Park.

**Her Worship the Mayor Karen Vernon**  
30 July 2020

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# 1 Declaration of opening

Mayor Karen Vernon opened the meeting at 6.30pm.

## Acknowledgement of Country

*Ngany yoowart Noongar yorga, ngany wadjella yorga. Ngany djerapiny Wadjak – Noongar boodja-k yaakiny, nidja bilya bardook.*

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

*Ngany kaaditj Noongar moort keny kaadak nidja Wadjak Noongar boodja. Ngany kaaditj nidja Noongar birdiya – koora, ye-ye, boorda, baalapiny moorditj Noongar kaaditjin, moort, wer boodja ye-ye.*

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.

*Ngany youngka baalapiny Noongar birdiya wer moort nidja boodja.*

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 and live streaming of proceedings

In accordance with clause 39 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, as the Presiding Member, I hereby give my permission for the administration to record proceedings of this meeting.

This meeting is also being live streamed on the Town's website. By being present at this meeting, members of the public consent to the possibility that their image and voice may be live streamed to public. Recordings are also made available on the Town's website following the 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 40 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, 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.

As this is a Special Council Meeting, questions and statements must relate to the business of the agenda.

### **2.3 No adverse reflection**

In accordance with clause 56 of the *Town of Victoria Park Meeting Procedures Local Law 2019*, 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 Meeting Procedures Local Law 2019***

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 Meeting Procedures Local Law 2019*.

### **3 Attendance**

**Mayor**

Ms Karen Vernon

**Banksia Ward**

Cr Claire Anderson  
Cr Ronhhda Potter  
Cr Wilfred Hendriks  
Cr Luana Lisandro

**Jarraah Ward**

Deputy Mayor Bronwyn Iffe  
Cr Brian Oliver  
Cr Jesvin Karimi

**Chief Executive Officer**

Mr Anthony Vuleta

**Chief Operations Officer**  
**Chief Financial Officer**

Mr Ben Killigrew  
Mr Michael Cole

**A/Finance Manager**  
**Governance Advisor - Compliance**

Ms Rhona Hawkins  
Mr Liam O'Neill

**Secretary**  
**Public liaison**

Ms Amy Noon  
Ms Alison Podmore

**Public**

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#### **3.1 Apologies**

**Chief Community Planner**

Ms Natalie Martin Goode

#### **3.2 Approved leave of absence**

**Jarraah Ward**

**Cr Vicki Potter**

## 4 Declarations of interest

### Declaration of financial interest

Nil.

### Declaration of proximity interest

Nil.

### Declaration of interest affecting impartiality

Nil.

## 5 Public question time

### Sam Zammit

*1. Why does the Town need to spend \$125,000 on the photovoltaic panel installation for the administration building?*

The Chief Operations Officer advised that there is a short period of pay back for the offset of operational expenditure. The installation at Aqualife last year has given operational savings so the Town is requesting budget for the installation of these at the administration building this year.

*2. Do the panels produce electricity?*

The Chief Operations Officer advised that they are solar panels and yes they do.

*3. How many kilowatts do they produce?*

The Chief Operations Officer advised that he was not across the number.

*4. Can I come into the Town tomorrow and find out more?*

Mayor Karen Vernon advised that he could.

*5. What is the total budget for operating costs for the administration building and how will it be spent?*

The Chief Financial Officer advised that the figures have not been broken down by building as the Town operates out of a number of centres.

Mayor Karen Vernon advised that renewals for Town buildings are on page 75 of the budget. The solar panels are the only item for the administration building.

The Chief Financial Officer advised that the cells on the roof are the only item for the administration building. There is also \$75,000 budgeted for unplanned reactive works but this can be used for any Town building as things break or need fixing.

## **Graham Ferstat**

*1. As there was an error stating the Town has 65 light fleet vehicles instead of 51, will the financial requirements for fleet management be reduced? How much will staff management costs be reduced by, what will it be spent on and has the budget been fixed to reflect this?*

The Chief Operations Officer advised that the error was a text error in the budget document and it does not impact the financials. The mistake has been fixed.

The Chief Executive Officer advised that there would have been a cost reduction in relation to fleet. Those savings have been spread across the budget.

The Chief Financial Officer advised that the text error was due to the fleet number from last financial year being used in the document. Savings of \$100,000 from last financial year have been budgeted to be transferred into the fleet reserve.

## **John Gleeson**

*1. As there is excess money left over from budgets every year, why is the Town putting money in reserves?*

Mayor Karen Vernon advised that money is put into reserves so that the Town has funds to deliver the projects and initiatives in the Strategic Community Plan, Corporate Business Plan and other plans and strategies that have been adopted by Council through the years. Reserves also fund future capital works. This is an efficient way of ensuring money is there when things happen. It is standard for households to budget to be able to fund what needs to be done. Council adopts that approach. Reserves are for various different purposes and these purposes are listed in the budget.

## **Charles Waterton**

*1. What is the rough number of how much is in reserves right now and what percentage of Council's annual budget does this represent?*

The Chief Financial Officer advised that as at the end of June next year the Town estimates there will be \$47.8 million in reserve. The Town's operating budget is \$60 million and the capital works budget is \$18 million.

## **6 Public statement time**

### **John Gleeson**

1. Made a statement regarding the use of consultants and his view that the Town should use its own employees.

## **7 Presentations**

### **7.1 Petitions**

Nil.

## **7.2 Presentations**

Nil.

## **7.3 Deputations**

Nil.

## **8 Method of dealing with agenda business**

Nil.



## 9 Chief Financial Officer reports

### 9.1 2020-2021 Annual Budget

<b>Location</b>	Town-wide
<b>Reporting officer</b>	Michael Cole
<b>Responsible officer</b>	Michael Cole
<b>Voting requirement</b>	Absolute majority
<b>Attachments</b>	1. Differential rates submission summary [9.1.1 - 1 page] 2. 2020-21 Annual Budget - Town of Victoria Park [9.1.2 - 122 pages]

#### Recommendation

That Council adopts:

1. The municipal fund budget for 2020-2021 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, as included in attachments, for the Town of Victoria Park for the 2020-2021 financial year, which includes the following:
  - (a) Statement of Comprehensive Income by Nature and Type showing a net result for that year of (\$338,931)
  - (b) Statement of Comprehensive Income by Program showing a net result for that year of (\$338,931)
  - (c) Rate Setting Statement showing an amount required to be raised from rates of \$47,289,473
  - (d) notes to, and forming part of, the budget
  - (e) budget program schedules
  - (f) transfers to/from reserve accounts as detailed
  - (g) the Schedule of Fees & Charges for 2020-21
  - (h) Elected Members' fees and allowances. [recommendation]
2. Differential rates, minimum payments and instalment payment arrangements and:
  - (a) Imposes the following differential rates, representing an average increase of 0%, for the 2020-2021 financial year for the purpose of yielding the deficiency disclosed by the 2020-2021 Municipal Fund Budget pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the Local Government Act 1995.
    - (i) Residential – GRV of 0.0994 cents in the dollar of gross rental value applicable to properties used primarily as a place of residence subject to a minimum rate of \$1,233 per assessment.
    - (ii) Non-Residential – GRV of 0.1052 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 \$1,282 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 first instalment due date 2 October 2020
  - (ii) Second quarterly instalment due date 8 December 2020
  - (iii) Third quarterly instalment due date 23 February 2021
  - (iv) Fourth quarterly instalment due date 28 April 2021.
- (c) Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 67 of the Local Government (Financial Management) Regulations 1996 and clause 13 of the Local Government (COVID-19 Response) Ministerial Order 2020, adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$7.00 for each instalment after the initial instalment is paid (a total of \$21.00)
- (d) Pursuant to Section 6.45 of the Local Government Act 1995 and Regulation 68 of the Local Government (Financial Management) Regulations 1996 and clause 13 of the Local Government (COVID-19 Response) Ministerial Order 2020, an interest rate of 2.0% 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 and clause 13 of the Local Government (COVID-19 Response) Ministerial Order 2020, an interest rate of 4% for rates (and service charges) and costs of proceedings to recover such charges that remain unpaid after becoming due and payable.
- (f) Note that the additional charges and interest rate under (c), (d) and (e) above cannot be applied to an excluded person, as defined in the Local Government (COVID-19 Response) Ministerial Order 2020, that has been determined as suffering financial hardship as a consequence of the COVID-19 pandemic in accordance with Council's Financial Hardship Policy.

### 3. Fees and Charges

- (a) 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, the Fees and Charges included in the Annual Budget 2020-2021 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, the following annual fees for payment of Elected Members in lieu of individual meeting attendance fees:
- (i) Mayor \$31,149
  - (ii) Councillors \$23,000
- (b) Pursuant to Section 5.99A of the Local Government Act 1995 and Regulations 34A and 34AA of the Local Government (Administration) Regulations 1996, 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, 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, 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 2020-2021

(a) Pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, and Australian Accountings Standard AASB 1031 Materiality, the level to be used in Statements of Financial Activity in 2020-2021 for reporting material variances of any individual business unit /service area shall be an amount of (+) or (-) \$25,000.

## Purpose

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:

- COVID-19 has had a significant impact on the development of the 2020-21 annual budget.
- Council has already resolved a 0% rate rise and a 0% increase in fees and charges along with significant reductions in rates instalment fees and interest charges in accordance with the COVID-19 Ministerial Order
- Council has also resolved to defer the issue of service charges for State Underground Power Program 6 to residents in Carlise North, Victoria Park East and Victoria Park West until 2021/2022.
- Western Power have agreed to defer the payment by the Town of the balance of SUPP6 until July 2021.
- Rate revenue in the order of \$47.3 million.
- Total capital expenses in the order of \$17.2 million, with approximately \$13.9 million representing new capital works, and the remaining \$3.4 million being items carried forward from previous years
- Total operating expenses in the order of \$61.9 million
- The majority of properties in the district have, as part of the annual rates levied on the property, rubbish and recycling services included
- An estimated surplus of \$8.2 million is anticipated to be brought forward from 30 June 2020. 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

## 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 2020-2021 Annual Budget has been undertaken in a participatory manner with Elected Members.
2. COVID-19 has had a significant impact on the development of the 2020-21 annual budget. Council has already resolved a 0% rate rise and a 0% increase in fees and charges along with significant reductions in rates instalment fees and interest charges in accordance with the COVID-19 Ministerial Order. Council has also resolved to defer the issue of service charges for State Underground Power program for residents in Carlise North, Victoria Park East and Victoria Park West until 2021/2022.

3. In addition, Council has established a reserve fund to assist in the funding of future programs and projects to support the community and local businesses during COVID-19 recovery.
4. The development of the budget documentation has involved a series of workshops with Elected Members to identify programs, service levels and projects aligned with the Strategic Community Plan and Corporate Business Plan.
5. Workshops and information supplied to Elected Members included materials sufficient to understand and influence the interdependencies, options and impacts related to:
  - (a) the impact of COVID-19 on the community
  - (b) rate increases and the impact of the revaluation of gross rental values
  - (c) strategic projects
  - (d) discretionary programs or projects
  - (e) service levels
  - (f) asset management timing options including deferrals
  - (g) financial reserves.
6. In accordance with the Local Government Act 1995, advertising of Differential Rates was undertaken across a range of mediums.

## Strategic alignment

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 2020-2021 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 2020-2021 Annual Budget represents the resource requirements to deliver the Town's programs, services and projects

External engagement	
Stakeholders	Ratepayers within the Town
Period of engagement	11 June 2020 – 3 July 2020
Level of engagement	Involve
Methods of engagement	Written submissions
Advertising	<ol style="list-style-type: none"> <li>1. The West Australian</li> <li>2. The Southern Gazette</li> <li>3. Public noticeboards</li> <li>4. Council's online engagement platform</li> <li>5. Social media channels.</li> </ol> <p>Yourthoughts engagement</p> <ul style="list-style-type: none"> <li>• 158 aware</li> <li>• 39 informed</li> <li>• 4 engaged</li> </ul>
Submission summary	2 submissions were received from the community.
Key findings	Due to impact of COVID19, community members were not supportive of the proposed differential rates as noted in the submission summary attachment.

## 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
<b>Reputational</b> Negative public perception if Council does not adopt the annual budget.	Moderate	Likely	High	Elected Member engagement through participatory budget workshops  Community submission period

<b>Service interruption</b> Potential reduction in the quality of assets provided and services delivered if the proposed rates and the annual budget are not adopted.	Major	Likely	High	Elected Member engagement through participatory budget workshops
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## Financial implications

<b>Current budget impact</b>	Nil.
<b>Future budget impact</b>	The adoption of the 2020-2021 budget will enable the continuity of service delivery, maintenance of existing assets and generation of new assets in line with the Integrated Planning and Reporting Framework.

## Analysis

7. COVID-19 has had a significant impact in the preparation of the 2020/2021 Annual Budget. In response to COVID-19, Council resolved in April 2020 that there would be a 0% rate rise in 2020/2021 in addition to a 0% increase in fees and charges. In addition, Council also agreed to a significant reduction in rates and instalment interest and fees as well as overdue interest. Council also adopted a Financial Hardship policy. These measures are in line with the Local Government (COVID-19 Response) Ministerial Order 2020.
8. The year includes the revaluation of gross rental values (GRVs) which is undertaken by the Valuer General every three years. Initial indications from the Valuer General were that residential GRVs had reduced by 15% and non-residential by 10%. In line with Council's decision regarding a 0% increase in rates and order to achieve a similar rate yield to 2019/20 after taking into account growth in the Town's ratebase, rate modelling required to achieve the same yield required an increase in rates in the dollar for both residential and non-residential properties.
9. Council endorsed the proposed rates in the dollar and minimums for 2020/2021 for advertising and during the comment period two written submissions were received. A summary of their submissions and responses are included in the attachment.
10. Subsequent rate modelling undertaken after the uploading of the new GRVs has required a slight increase in the advertised rates in the dollar to achieve the same rate yield proposed in the budget.
11. Proposed rates to apply for the 2020-2021 financial year are:

Residential – GRV of 9.94 cents in the dollar of gross rental value applicable to properties used primarily as a place of residence subject to a minimum rate of \$1,233 per assessment.

Non-Residential – GRV of 10.52 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 \$1,282 per assessment

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

12. Council has also agreed that service charges for SUPP6 for properties in Carlise North, Victoria Park East and Victoria Park West will be deferred until 2021/2022. While Western Power will complete this project in 2020/2021, Western Power has agreed to defer billing the Town until 2021.2022 which will assist the Town's cash flow in 2020/2021.
13. The Council's policy provides for elected members to be paid the maximum Elected Member allowances as determined by the Salaries and Allowances Tribunal. When considering the adoption of the 2019/2020 annual budget last year, elected members agreed to keep to no increase in these allowances. During workshops for the 2020/2021 annual budget elected members have supported no increase again for this year.
14. After allowing for the proposed carry forward items from the previous year (2019-2020), as detailed and explained in the next section of this item, there is no proposed year end surplus position forecast for 30 June 2021.
15. 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.
16. There are three categories of carry-forward items, these being:
  - 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;
  - 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
  - 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.
17. Carry-forward items from the previous budget included in the 2020-2021 Annual Budget have a net total of \$3.4 million.
18. There is a separate section within the 2020-2021 Annual Budget that provides a complete listing of all items for carry forward.

The following is a summary of the matters considered in achieving the proposed 0% 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
- (v) increases and increases in material and services charges.

19. Some new initiatives include:

*Road renewal projects totalling \$6.3 million including funding for Blackspot road projects of \$914,000  
GO Edwards – stage 5 \$1,9 million, including the upgrade of adjoining RoW59  
Continuation of the Urban Forest Strategy \$1.0 million  
COVID Recovery funding \$500,000  
Parks renewal projects \$425,000  
Albany Highway Precinct Planning \$255,000  
Macmillan Precinct Masterplan \$200,000  
Detailed design McCallum Park Active area \$200,000  
Clubroom refurbishments \$180,000  
Safer neighbourhoods CCTV incentive scheme \$150,000  
Replacement of lighting at Burswood Peninsula \$150,000  
Photovoltaic panel installation at Administration centre \$120,000*

20. Determination of material variance for reporting purposes

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.

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.

It is recommended that this value continue to be used. 9. Statement of calculation of the annual budget

21. 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
- (p) for drawdowns as and when the funds are required
- (q) completed all the required statutory schedules for adoption by Council. 5) After allowing for the proposed carry forward items from the previous year (2019-2020, as detailed and explained in the next section of this item, there is no proposed year end surplus position forecast for 30 June 2021.

## Relevant documents

Not applicable.

## Further consideration

- 22. The recommendations have been updated to reflect the requirements of the Local Government (COVID-19 Response) Ministerial Order 2020.
- 23. In finalising carry forward projects and the closing surplus from 2019/2020 financial year, a number of additional IT projects have been identified to be carried over to 2020/2021. This has resulted in an increase in the surplus to \$8.25 million. Notes and supporting documents have been updated accordingly.
- 24. In addition, transfers to the Urban Forest Strategy Reserve and the Parks Reserve have been updated.
- 25. At the Special Agenda Briefing Forum held on 22 July 2020 the following answers to questions taken on notice are provided:

*Details on Customer Relations – consultancy general for \$37k.*

Consultancy costs for Customer Relations is for customer relations services such as mystery shopper visits to assess satisfaction with customer service and standards of customer service staff.

Carry forward figures associated with recent surpluses.

	<b>Surplus</b>	<b>Carry Forwards</b>
2019/20	\$6,418,862	\$6,418,862
2018/19	\$4,539,000	\$4,539,000
2017/18	\$5,289,823	\$5,289,823
2016/17	\$6,743,100	\$6,743,100
2015/16	\$7,937,000	\$7,362,000

*Why does the Town need so many consultants?*

The amounts relate to consultancy services and professional services for community engagement and master planning work that the Town undertakes. Each of the areas mentioned require specialist support from time-to-time, including environmental health and others.

Other services including design, architectural and engineering services are required to undertake various capital works projects and strategic projects on behalf of the Town.

The use of consultants and other professional services is only used when that level of skill or expertise is not available from the Town's own staffing resources and is generally of a specialist nature that would not require a full-time position at the Town.

*What is place management and what are these \$1.4 million programs?*

### Place Planning Projects in 2020 and 2021

#### *Town of Victoria Parks Planning Reform*

Local Planning Strategy (cont.)

Local Planning Scheme No.2

Burswood Station East Planning Framework and Public Realm Designs (cont.)

Albany Highway Activity Centre Precinct Plans

Public Open Space Contributions Policy

#### *Town of Victoria Parks Place Approach*

Place Plans (cont.)

Place Grants (cont.)

#### *Strategy*

Integrated Movement Network Strategy and Parking Management Plan

Social Infrastructure Plan Review

#### *Urban Design/Public Space Design/Greening*

Urban Forrest Strategy Implementation (cont.)

Burswood & Teddington: Streetscape Improvement Plan

Archer Street and Mint Street: Detailed Design

Burswood Peninsula Wayfinding Plan (cont.)

Old Spaces New Place Project No.3 (cont.)

Higgins Park and Playfield Reserve Masterplan (cont.)

#### *Town of Victoria Covid 19 Pandemic Recovery*

COVID-19 Response Action Plan and Implementation

#### *Local Economic Development & Investment Attraction*

Visit Perth Destination Marketing

Invest Vic Park Website and Implementation

Business Events and Training Program

Localise Online Business Platform (cont)

Economic Development Campaigns

#### *Advocacy*

METRONET Liaison

## PROCEDURAL MOTION

**Moved:** Mayor Karen Vernon

**Seconded:** Cr Luana Lisandro

That clause 50 of the *Town of Victoria Park Meeting Procedures Local Law 2019* be suspended.

**CARRIED (8 - 0)**

**For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

**Against:** nil

## AMENDMENT:

**Moved:** Mayor Karen Vernon

**Secunder:** Cr Jesvin Karimi

The officer's recommendation be amended as follows:

1. In paragraph 1(c) delete "\$47,289,473" and insert "\$44,089,473";

2. Insert a new paragraph 1A:

"1A the following adjustments to the Municipal Fund Budget:

a) Removal of the allocations to the following reserve funds:

- i. Community Art Reserve \$200,000
- ii. Leisurelife Reserve \$250,000
- iii. Parking Reserve \$100,000
- iv. Aqualife Reserve \$180,000;

b) In accordance with Section 6.11(3) of the *Local Government Act 1995* authorises the use of \$1,700,000 from the Future Fund Reserve to deliver the capital works project known as GO Edwards Park Stage 5;

c) Transfer of \$770,000 from the Building Renewal Reserve Fund to deliver the following capital expense initiatives:

- |   |           |
|---|-----------|
| i. Aqualife - BMS Renewal   | \$30,000  |
| ii. Aqualife - Roof Renewal   | \$15,000  |
| iii. Clubrooms - Painting Program (Parnham & Fletcher Park)             | \$60,000  |
| iv. Toilet Blocks - Painting Program (Archer St, GO Edwards, Read Park) | \$60,000  |
| v. Carlisle Clubroom - Changeroom refurbishment                         | \$100,000 |
| vi. Library - Fitout & Layout changes                                   | \$150,000 |
| vii. Leisurelife - Skylight Replacements                                | \$20,000  |
| viii. Leisurelife - Hotwater System Replacement                         | \$40,000  |
| ix. Vic Park Centre for the Arts - External Refurbishment               | \$30,000  |
| x. Unplanned reactive works   | \$75,000  |
| xi. 10 Kent Street - Accessibility Improvements                         | \$190,000 |

d) Reallocation of \$30,000 for a Mayoral/CEO function to the delivery of the annual Summer

Street Party.

3. Delete the existing paragraph 2(a) and replace it with the following new paragraph 2(a):

"2(a) Imposes the following differential rates, representing an average reduction of 6.85%, for the 2020-2021 financial year for the purpose of yielding the deficiency disclosed by the 2020-2021 Municipal Fund Budget pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995*.

Residential – GRV of 0.0926 cents in the dollar of gross rental value applicable to properties used primarily as a place of residence subject to a minimum rate of \$1,149 per assessment.

Non-Residential – GRV of 0.0980 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 \$1,194 per assessment."

**CARRIED (8 - 0)**

**For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

**Against:** nil

**Reason:**

In the current economic climate and with the impact of the extraordinary circumstances created by COVID-19 remaining unknown, but likely to be of extended duration, it is more important than ever for Council to carefully consider how the Town's services, programs and operational requirements can be resourced in a way that reduces the burden on ratepayers this financial year.

The proposed amendment will result in a 6.85% reduction in the amount of rate revenue that will need to be generated towards funding the operations of the Town this financial year.

The manner in which the proposed reduction is to be achieved, by drawing down on reserves, will ensure that the Town's proposed services, community programs, capital works and operating budgets for 2020/21 can continue to be delivered as projected without increasing rates revenue to do so, and in line with the objectives in the long term financial plan, corporate business plan and strategic community plan.

Reducing the overall rate revenue required by the Town should also alleviate some of the impact on ratepayers whose gross rental values have increased as a result of the WA Government's triennial revaluation that occurred earlier this year.

## AMENDMENT:

**Moved:** Cr Brian Oliver

**Seconded:** Mayor Karen Vernon

The officer's recommendation be amended as follows:

1. In paragraph 1(c) delete "\$44,089,473" and insert "\$43,749,473"

2. Insert a new paragraph 1A:

"1A the following adjustments to the Municipal Fund Budget:

a) In accordance with Section 6.11(3) of the Local Government Act 1995 authorises the use of \$340,000 from the Land Asset Optimisation Reserve to deliver the following Professional Services as contained within the "Professional Services budget extract" document;

i) Land Asset Optimisation Consultancy - General - Land Asset Optimisation Projects (From 2019FY) \$240,000

ii) Land Asset Optimisation Consultancy - General Edward Millen Heritage Redevelopment (including park masterplan) \$100,000

3. The rates in the dollar and minimum rates be adjusted accordingly.

**CARRIED (8 - 0)**

**For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Ronnhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

**Against:** nil

### **Reason:**

Upon review of the Professional Services Budget Extract document provided to Elected Members, it appears that the engagement of professional services to advance Land Asset Optimization Projects can be appropriately funded through the Land Asset Optimisation Reserve.

As per the previous amendment by the Mayor, which sought to draw on reserves, this amendment of drawing \$340,000 from the Land Asset Optimisation Reserve seeks to ensure that the projects can continue, while reducing the rate burden on our community.

## AMENDMENT:

**Moved:** Cr Brian Oliver

**Seconded:** Mayor Karen Vernon

The officer's recommendation be amended as follows:

1. In paragraph 1(c) delete "\$43,749,473" and insert "\$43,561,683";

2. Insert a new paragraph in 1:

(j) the following adjustments to the Municipal Fund Budget:

a) Removal of \$187,790 of general consultancy from the "Professional Services budget extract" document for the following service areas and amounts:

- i. Parks and Reserves Management \$20,000
- ii. Engagement \$20,000
- iii. Communications \$20,000
- iv. Chief Executive Office \$19,300
- v. Place Management \$16,000
- vi. Economic Development \$14,990
- vii. Operations Office \$13,000
- viii. Waste Services Management \$10,500
- ix. Community Planning Office \$10,000
- x. Finance Office \$10,000
- xi. Accounting \$10,000
- xii. Property Management \$7,500
- xiii. Environmental Health \$5,000
- xiv. Procurement \$5,000
- xv. Engineering Management \$4,000
- xvi. General Compliance \$1,500
- xvii. Creative Arts \$1,000

3. The rates in the dollar and minimum rates be adjusted accordingly.

**CARRIED (7 - 1)**

**For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

**Against:** Cr Ronhhda Potter

### **Reason:**

This amendment seeks to identify savings within the proposed expenditure for consultancy services.

The reason I have chosen these 17 line items is three fold. They are minimal in amount, no explanation within Budget Extract document has been provided as to what the money will be spent on, and of the questions asked at last week's ABF highlighted that these amounts were to supplement existing resources.

I am confident that the removal of these unidentified general consultancy budget allocations will not have an adverse impact on the delivery of Town projects, programs or services. I am of the belief it will allow us to be more focused in our work, and as was highlighted to us in a workshop last night, if additional resources are required, the CEO is able to request this of Council through our monthly meetings via a request for a Budget variation.

I acknowledge that the staff have already found savings and operational efficiencies in the development of this draft Budget. I recognize that shaving \$187,000 of general consultancy may seem petty, but I believe it is a saving we can make while still progressing and delivering the strategic planning projects which are listed within the Professional Services document.

Ultimately, this amendment is aimed at providing further relief to ratepayers and I would ask my fellow elected members to support it.

## COUNCIL RESOLUTION (472/2020):

**Moved:** Mayor Karen Vernon

**Seconded:** Cr Luana Lisandro

That Council adopts:

1. The municipal fund budget for 2020-2021 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, as included in attachments, for the Town of Victoria Park for the 2020-2021 financial year, which includes the following:
  - a. Statement of Comprehensive Income by Nature and Type showing a net result for that year of (\$338,931)
  - b. Statement of Comprehensive Income by Program showing a net result for that year of (\$338,931)
  - c. Rate Setting Statement showing an amount required to be raised from rates of \$43,561,683
  - d. notes to, and forming part of, the budget
  - e. budget program schedules
  - f. transfers to/from reserve accounts as detailed
  - g. the Schedule of Fees & Charges for 2020-21
  - h. Elected Members' fees and allowances.

1A The following adjustments to the Municipal Fund Budget:

a) Removal of the allocations to the following reserve funds:

- i. Community Art Reserve \$200,000
- ii. Leisurelife Reserve \$250,000
- iii. Parking Reserve \$100,000
- iv. Aqualife Reserve \$180,000

b) In accordance with Section 6.11(3) of the *Local Government Act 1995* authorises the use of \$1,700,000 from the Future Fund Reserve to deliver the capital works project known as GO Edwards Park Stage 5.

c) Transfer of \$770,000 from the Building Renewal Reserve Fund to deliver the following capital expense initiatives:

- |   |           |
|---|-----------|
| i. Aqualife - BMS Renewal   | \$30,000  |
| ii. Aqualife - Roof Renewal   | \$15,000  |
| iii. Clubrooms - Painting Program (Parnham & Fletcher Park)             | \$60,000  |
| iv. Toilet Blocks - Painting Program (Archer St, GO Edwards, Read Park) | \$60,000  |
| v. Carlisle Clubroom - Changeroom refurbishment                         | \$100,000 |
| vi. Library - Fitout & Layout changes                                   | \$150,000 |
| vii. Leisurelife - Skylight Replacements                                | \$20,000  |



viii. Leisurelife - Hotwater System Replacement	\$40,000
ix. Vic Park Centre for the Arts - External Refurbishment	\$30,000
x. Unplanned reactive works	\$75,000
xi. 10 Kent Street - Accessibility Improvements	\$190,000

d) Reallocation of \$30,000 for a Mayoral/CEO function to the delivery of the annual Summer Street Party.

e) In accordance with Section 6.11(3) of the Local Government Act 1995 authorises the use of \$340,000 from the Land Asset Optimisation Reserve to deliver the following Professional Services as contained within the "Professional Services budget extract" document:

- i. Land Asset Optimisation Consultancy - General - Land Asset Optimisation Projects (From 2019FY) \$240,000
- ii. Land Asset Optimisation Consultancy - General Edward Millen Heritage Redevelopment (including park masterplan) \$100,000

f) Removal of \$187,790 of general consultancy from the "Professional Services budget extract" document for the following service areas and amounts:

- i. Parks and Reserves Management \$20,000
- ii. Engagement \$20,000
- iii. Communications \$20,000
- iv. Chief Executive Office \$19,300
- v. Place Management \$16,000
- vi. Economic Development \$14,990
- vii. Operations Office \$13,000
- viii. Waste Services Management \$10,500
- ix. Community Planning Office \$10,000
- x. Finance Office \$10,000
- xi. Accounting \$10,000
- xii. Property Management \$7,500
- xiii. Environmental Health \$5,000
- xiv. Procurement \$5,000
- xv. Engineering Management \$4,000
- xvi. General Compliance \$1,500
- xvii. Creative Arts \$1,000

2. Differential rates, minimum payments and instalment payment arrangements and:

a) Imposes the following differential rates, representing an average decrease of 7.88%, for the 2020-2021 financial year for the purpose of yielding the deficiency disclosed by the 2020-2021 Municipal Fund Budget pursuant to Sections 6.32, 6.33, 6.34 and 6.35 of the *Local Government Act 1995*.

- i. Residential – GRV of 0.0916 cents in the dollar of gross rental value applicable to

properties used primarily as a place of residence subject to a minimum rate of \$1,136 per assessment.

- ii. Non-Residential – GRV of 0.0969 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 \$1,181 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 first instalment due date 2 October 2020
- ii. Second quarterly instalment due date 8 December 2020
- iii. Third quarterly instalment due date 23 February 2021
- iv. Fourth quarterly instalment due date 28 April 2021.

c) Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 67 of the Local Government (Financial Management) Regulations 1996 and clause 13 of the Local Government (COVID-19 Response) Ministerial Order 2020, adopts an instalment administration charge where the owner has elected to pay rates (and service charges) through an instalment option of \$7.00 for each instalment after the initial instalment is paid (a total of \$21.00)

d) Pursuant to Section 6.45 of the *Local Government Act 1995* and Regulation 68 of the Local Government (Financial Management) Regulations 1996 and clause 13 of the Local Government (COVID-19 Response) Ministerial Order 2020, an interest rate of 2.0% 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 and clause 13 of the Local Government (COVID-19 Response) Ministerial Order 2020, an interest rate of 4% for rates (and service charges) and costs of proceedings to recover such charges that remain unpaid after becoming due and payable.

(f) Note that the additional charges and interest rate under (c), (d) and (e) above cannot be applied to an excluded person, as defined in the Local Government (COVID-19 Response) Ministerial Order 2020, that has been determined as suffering financial hardship as a consequence of the COVID-19 pandemic in accordance with Council's Financial Hardship Policy.

### 3. Fees and Charges

a) 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, the Fees and Charges included in the Annual Budget 2020-2021 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, the following annual fees for payment of Elected Members in lieu of individual meeting attendance fees:

- i. Mayor \$31,149
- ii. Councillors \$23,000

b) Pursuant to Section 5.99A of the *Local Government Act 1995* and Regulations 34A and 34AA of the Local Government (Administration) Regulations 1996, 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, 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, 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 2020-2021

a) Pursuant to Regulation 34(5) of the Local Government (Financial Management) Regulations 1996, and Australian Accountings Standard AASB 1031 Materiality, the level to be used in Statements of Financial Activity in 2020-2021 for reporting material variances of any individual business unit /service area shall be an amount of (+) or (-) \$25,000.

**CARRIED (8 - 0)**

**For:** Mayor Karen Vernon, Cr Claire Anderson, Cr Ronhhda Potter, Cr Brian Oliver, Cr Luana Lisandro, Cr Wilfred Hendriks, Cr Bronwyn Ife, Cr Jesvin Karimi

**Against:** nil

## 10 Public question time

### Sam Zammit

1. Was the money for the library improvements included in the budget?

Mayor Karen Vernon advised that \$150,000 was included for changes to the layout and fit-out due to changes for the way books will be checked out by RFID.

2. Can the changes be taken to a new library if Council decides to build one?

Mayor Karen Vernon advised that structural changes to the current building could not be taken to a new building.

## 11 Public statement time

### John Gleeson

1. Made a statement in public question time about his views about who should pay for the future of the Town.

### Sam Zammit

1. Thanked the Council for taking the ratepayers into account and listening to the community.

### Mike Lanternier

1. Thanked the Council and spoke in support of the budget that was passed.

## 12 Closure

There being no further business, Mayor Karen Vernon closed the meeting at 8.06pm.

I confirm these minutes to be true and accurate record of the proceedings of the Council.

Signed: .....

Mayor  
Karen  
Vernon

Dated this: .....

Day of: .....

2020