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Confirmed Minutes Burke Shire Council Special Meeting Thursday 26 July 2018 9.00am Council Chambers

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01. Opening of Meeting

The Chair declared the meeting open at 9.13am.

02. Record of Attendance

Cr Ernie Camp; Mayor – Chair
Cr Paul Poole; Deputy Mayor – as indicated
Cr John Clarke – via teleconference
Cr John Yanner
Cr Tonya Murray

Sharon Daishe; Chief Executive Officer
Ferne Clarke; Executive Manager Corporate and Community Services
Mark Poynter; Executive Manager Works and Infrastructure
Simbarashe Chimpaka; Executive Manager Finance – via teleconference – as indicated
Philip Keirle; Executive Manager Strategic Projects - via teleconference
Madison Marshall; Executive Assistant (Minutes)

02.01 LGR 2012 Section 276 – Attendance by teleconferencing

That Council, in accordance with section 276 of the Local Government Regulation 2012, allows the following person/s to take part in the meeting by teleconferencing:

- **Cr John Clarke**
- **Simbarashe Chimpaka, Executive Manager Finance (EMF)**
- **Philip Keirle, Executive Manager Strategic Projects (EMSP)**

Moved: Cr Camp

Seconded: Cr Yanner

Carried 180726.01 4/0

Attendance

Simbarashe Chimpaka phoned into the meeting at 9.17am.

03. Executive Management Reports

03.01 Operational Plan 2018-19 with supporting documents (5 year road program and forward capital works plan)

DEPARTMENT:	Office of the Chief Executive Officer
RESPONSIBLE OFFICER:	Sharon Daishe, Chief Executive Officer
DATE REPORT PREPARED:	14 July 2017
LINK TO COUNCIL PLAN/S:	Corporate Plan 2014-19

1. PURPOSE

To present the 2018-19 Operational Plan for adoption including supporting documents aligned to the 2018-19 budget.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council adopted its Operational Plan 2017-18 on 28 June 2017 (decision 170628.02).

This report presents the Operational Plan 2018-19. As in previous years, the information for the operational plan has been prepared in a spreadsheet which makes it easy for staff to use as a working document. The public-facing 2018-19 operational plan however has been prepared in a document with supporting information in the interests of organising information for the reader.

The five year road program and forward capital works plan have been included as supporting documents that are aligned to the 2018-19 budget.

3. PROPOSAL

It is proposed that Council adopts the 2018-19 Operational Plan as presented including supporting documents (5 year road program and forward capital works plan aligned to the 2018-19 budget).

4. FINANCIAL & RESOURCE IMPLICATIONS

The annual operational plan is aligned to the annual budget in accordance with the principles of integrated planning, and the provisions of s104 of the *Local Government Act 2009* Financial Management Systems.

5. POLICY & LEGAL IMPLICATIONS

Instrument	Reference	Details
<i>Local Government Act 2009</i>	S104 Financial management systems	<p>(5) (a) (v) The system of financial management established by a local government must include an annual operational plan</p> <p>(5) (b) (vi) financial accountability documents must include a report on the results of an annual review of the implementation of the annual operational plan</p> <p>(7) A local government must carry out a review of the implementation of the annual operational plan annually</p>
Local Government Regulation 2012	Division 4 Annual operational plan	<p>S 174 Preparation and adoption of the annual operational plan</p> <p>(1) A local government must prepare and adopt an annual operational plan for each financial year.</p> <p>(2) The local government may, but need not, adopt the annual operation plan for a financial year at the same time the local government adopts its budget for the financial year.</p> <p>(3) The chief executive officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months.</p> <p>(4) A local government may, by resolution, amend its annual operational plan at any time before the end of the financial year.</p> <p>(5) A local government must discharge its responsibilities in a way that is consistent with its annual operational plan.</p> <p>S 175 Annual operational plan contents</p>
Annual Operational Plan	2017-18	As adopted by Council on 28 June 2017 (decision 170628.02). Document ID: 212801
Corporate Plan	2014-2019	Council adopted a final review of the Corporate Plan 2014-19 at the ordinary meeting held in June 2018.

6. CRITICAL DATES & IMPLICATIONS

A local government must prepare and adopt an annual operational plan for each financial year and may choose to adopt the annual operation plan at the same time as the budget. The 2018-19 budget and operational plan are both presented to Council on 26 July 2018 for adoption.

7. CONSULTATION

Workshops and input from staff, executive and council.

8. CONCLUSION

This is the last operational plan under Council's Corporate Plan for the five year period that ends on 30 June 2018. During 2018, Council will consult with community as legislated to develop the next tranche of the Corporate Plan that will take effect from 01 July 2019. In this last year of the Corporate Plan, in order to achieve Council's vision within its budgetary constraints, the operational focus will be to work as one team, supporting each other in this mission.

The five year road program and forward capital works plan have been included as supporting documents, with the intent that the quarterly reviews of the operational plan provide an opportunity for regularized review of these capital programs along with the budget.

9. OFFICER'S RECOMMENDATION

1. That Council notes the content of this report and its attachments; and
2. That Council adopts the 2018-19 Operational Plan as presented including supporting documents:
 - a. Five year road program aligned to 18-19 budget
 - b. Forward capital works plan aligned to 18-19 budget

03.01 Operational Plan 2018-19 with supporting documents (5 year road program and forward capital works plan)

- 1. That Council notes the content of this report and its attachments; and**
- 2. That Council adopts the 2018-19 Operational Plan as presented including supporting documents:**
 - a. Five year road program aligned to 18-19 budget**
 - b. Forward capital works plan aligned to 18-19 budget**

Moved: Cr Yanner

Seconded: Cr Camp

Carried 180726.02 4/0

Attendance

Cr Poole entered the meeting at 9.46am.

Cr Murray left the meeting from 10.10am to 10.12am.

03.02 Burke Shire Council Budget 2018-2019

DEPARTMENT:	Finance
RESPONSIBLE OFFICER:	Simba Chimpaka, Executive Manager Finance
DATE REPORT PREPARED:	16 July 2018
LINK TO COUNCIL PLAN/S:	Operational Plan, Corporate Plan, Revenue Policy, Revenue Statement, Borrowing Policy, Investment Policy

1. PURPOSE

To present the 2018-2019 Budget and associated documentation to Council for adoption.

2. BACKGROUND & PREVIOUS COUNCIL CONSIDERATION

Council has conducted a series of budget meetings and workshops to determine operational revenue and expenditure requirements for the 2018-19 financial year. Capital revenues and capital projects for the 2018-2019 financial year have been considered and modelled around Councils 5 year roads program, capital funding programs and asset management requirements.

Council adopted the Revenue Policy for the 2018-19 financial year at the June Ordinary Council meeting. Council has also conducted rates modelling workshops to determine appropriate rating strategies, categories and revenue for the 2018-19 financial year.

3. FINANCIAL & RESOURCE IMPLICATIONS

The Budget outlines the financial and resource implications of Council's projected capital and operational expenditure in 2018-2019 in accordance with the Local Government Regulation 2012.

4. POLICY & LEGAL IMPLICATIONS

Section 170 of the Local Government Regulation 2012

Adoption and amendment of budget

(1) A local government must adopt its budget for a financial year-

(a) after 31 May in the year before the financial year; but

(b) before—

(i) 1 August in the financial year; or

(ii) a later day decided by the Minister.

(2) If the budget does not comply with section 169 when it is adopted, the adoption of the budget is of no effect.

Section 170A of the Local Government Act 2009

Approval of budget

(1) A local government must consider the budget presented by the mayor and, by resolution, adopt the budget with or without amendment.

(2) The mayor must give a copy of the budget, as proposed to be presented to the local government, to each councillor at least 2 weeks before the local government is to consider adopting the budget.

(3) The local government must adopt a budget before 1 August in the financial year to which the budget relates.

A copy of the Mayors budget was circulated to each councillor on the 12th of July 2018 in accordance with section 170A of the Local Government Act 2009.

Section 193 (3) of the Local Government Regulation 2012

Revenue Policy

A local government must review its revenue policy annually and in sufficient time to allow an annual budget that is consistent with the revenue policy to be adopted for the next financial year.

Council adopted the Revenue Policy for the 2018-19 financial year at the June 2018 Ordinary Council meeting.

Section 169 of the Local Government Regulation 2012

Preparation and content of budget

(1) A local government's budget for each financial year must—

(a) be prepared on an accrual basis; and

(b) include statements of the following for the financial year for which it is prepared and the next 2 financial years—

(i) financial position;

(ii) cash flow;

(iii) income and expenditure;

(iv) changes in equity.

(2) The budget must also include—

(a) a long-term financial forecast; and

(b) a revenue statement; and

(c) a revenue policy.

(3) The statement of income and expenditure must state each of the following—

(a) rates and utility charges excluding discounts and rebates;

(b) contributions from developers;

(c) fees and charges;

(d) interest;

(e) grants and subsidies;

(f) depreciation;

(g) finance costs;

(h) net result;

(i) the estimated costs of—

(i) the local government's significant business activities carried on using a full cost pricing basis; and

- (ii) the activities of the local government's commercial business units; and
 - (iii) the local government's significant business activities.
- (4) The budget must include each of the relevant measures of financial sustainability for the financial year for which it is prepared and the next 9 financial years.
- (5) The relevant measures of financial sustainability are the following measures as described in the financial management (sustainability) guideline—
 - (a) asset sustainability ratio;
 - (b) net financial liabilities ratio;
 - (c) operating surplus ratio.
- (6) The budget must include the total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget.
- (7) For calculating the rates and utility charges levied for a financial year, any discounts and rebates must be excluded.
- (8) The budget must be consistent with the following documents of the local government—
 - (a) its 5-year corporate plan;
 - (b) its annual operational plan.

Section 171 of the Local Government Regulation 2012

Long-term financial forecast

- (1) A local government's long-term financial forecast is a forecast, covering a period of at least 10 years, of the following for each year during the period of the forecast—
 - (a) income of the local government;
 - (b) expenditure of the local government;
 - (c) the value of assets, liabilities and equity of the local government.
- (2) The local government must—
 - (a) consider its long-term financial forecast before planning new borrowings; and
 - (b) review its long-term financial forecast annually.

5. CRITICAL DATES & IMPLICATIONS

Section 170 of the Local Government Regulation 2012

Adoption and amendment of budget

- (1) A local government must adopt its budget for a financial year—
 - (a) after 31 May in the year before the financial year; but
 - (b) before—
 - (i) 1 August in the financial year; or
 - (ii) a later day decided by the Minister.

Section 170(3) defines Council's ability to amend its budget:

The local government may, by resolution, amend the budget for a financial year at any time before the end of the financial year.

6. CONSULTATION

Consultation has taken place between Councillors and Senior Management, within Senior Management, between Senior Management and Supervisors, between Senior Management and key stakeholders.

7. CONCLUSION

The 2018-19 budget is compliant with the requirements of the Local Government Regulation 2012. Accordingly, its adoption by Council will be a valid exercise of Council's authority.

8. OFFICER'S RECOMMENDATIONS

Adoption of Revenue Statement, rates and associated matters 2018-19

1. That Council:

- (a) Adopts, in accordance with section 169 (2) and 172 of the Local Government Regulation 2012, the Revenue Statement 2018-2019;
- (b) Adopts, in accordance with section 81 of the Local Government Regulation 2012, the categories in to which rateable land is categorised and the description of those categories, as per the first and second columns of the table appearing at section 4.3 of the Revenue Statement 2018-2019;
- (c) Delegates to the Chief Executive Officer the power, pursuant to sections 81(4) and 81(5) of the Local Government Regulation 2012, to identify the rating category to which each parcel of rateable land belongs;
- (d) Adopts, in accordance with section 94 of the Local Government Act 2009 and section 80 of the Local Government Regulation 2012, the differential general rate to be made and levied for each differential general rate category and, pursuant to section 77 of the Local Government Regulation 2012, the minimum general rate to be made and levied for each differential general rate category, as per the third and fourth columns of the table appearing at section 4.3 of the Revenue Statement 2018-2019;
- (e) Adopts, in accordance with section 94 of the Local Government Act 2009 and section 99 of the Local Government Regulation 2012, the waste management utility charges to be made and levied, for the supply of a waste management services by the Council, as per section 5.1 of the Revenue Statement 2018-2019;
- (f) Adopts, in accordance with section 94 of the Local Government Act 2009 and section 99 of the Local Government Regulation 2012, the sewerage utility charges to be made and levied, for the supply of a sewerage services by the Council, as per section 5.2 of the Revenue Statement 2018-2019;
- (g) Adopts, in accordance with section 94 of the Local Government Act 2009 and sections 99 and 101 of the Local Government Regulation 2012, the water utility charges to be made and levied, for the supply of a water services by the Council, as per section 5.3 of the Revenue Statement 2018-2019;
- (h) Resolves, pursuant to section 102(2) of the Local Government Regulation 2012, that a water meter is taken to have been read during the period that starts 2 weeks before, and ends 2 weeks after, the day on which the meter is actually read;
- (i) Adopts, pursuant to section 130 of the Local Government Regulation 2012, that the differential general rates made and levied shall be subject to a discount as specified in,

and subject to the conditions stated in, section 7.3 of the Revenue Statement 2018-2019;

- (j) Resolves, pursuant to section 133 of the Local Government Regulation 2012, that interest be charged on all overdue rates and charges at the rate of 10% per annum, calculated on daily rests as compound interest.
- (k) Resolves, pursuant to section 107 of the Local Government Regulation 2012 that, Council's rates and charges be levied:
 - (i) for the half year 1 July 2018 to 31 December 2018 - in August/ September 2018; and
 - (ii) for the half year 1 January 2019 to 30 June 2019 - in February/March 2019;
- (l) Resolves, pursuant to section 118 of the Local Government Regulation 2012, that Council's rates and charges be paid within 31 days of the date of the issue of the rate notice;
- (m) Adopts, pursuant to sections 120, 121 and 122 of the Local Government Regulation 2012, the concessions as detailed in section 8 of the Revenue Statement 2018-2019;

Adoption of Budget and associated matters 2018-19

2. That Council:

- (a) Resolves, pursuant to section 205 of the Local Government Regulation 2012, that the statement of the financial operations and financial position of the Council in respect of the previous financial year ("the Statement of Estimated Financial Position") be received and its contents noted.
- (b) Adopt, pursuant to section 107A of the Local Government Act 2009 and sections 169 and 170 of the Local Government Regulation 2012, Council's Budget for the 2018/2019 financial year, incorporating:
 - a. The statements of financial position;
 - b. The statements of cash flow;
 - c. The statements of income and expenditure;
 - d. The statements of changes in equity;
 - e. The long-term financial forecast;
 - f. The revenue statement (adopted by Council resolution earlier in this meeting);
 - g. The revenue policy (adopted by Council resolution on 21 June 2018);
 - h. The relevant measures of financial sustainability; and
 - i. The total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget, as tabled.

03.02 Burke Shire Council Budget 2018-2019**Adoption of Revenue Statement, rates and associated matters 2018-19****1. That Council:**

- (a) Adopts, in accordance with section s169 (2) and 172 of the Local Government Regulation 2012, the Revenue Statement 2018-2019;
- (b) Adopts, in accordance with section 81 of the Local Government Regulation 2012, the categories in to which rateable land is categorised and the description of those categories, as per the first and second columns of the table appearing at section 4.3 of the Revenue Statement 2018-2019;
- (c) Delegates to the Chief Executive Officer the power, pursuant to sections 81(4) and 81(5) of the Local Government Regulation 2012, to identify the rating category to which each parcel of rateable land belongs;
- (d) Adopts, in accordance with section 94 of the Local Government Act 2009 and section 80 of the Local Government Regulation 2012, the differential general rate to be made and levied for each differential general rate category and, pursuant to section 77 of the Local Government Regulation 2012, the minimum general rate to be made and levied for each differential general rate category, as per the third and fourth columns of the table appearing at section 4.3 of the Revenue Statement 2018-2019;
- (e) Adopts, in accordance with section 94 of the Local Government Act 2009 and section 99 of the Local Government Regulation 2012, the waste management utility charges to be made and levied, for the supply of a waste management services by the Council, as per section 5.1 of the Revenue Statement 2018-2019;
- (f) Adopts, in accordance with section 94 of the Local Government Act 2009 and section 99 of the Local Government Regulation 2012, the sewerage utility charges to be made and levied, for the supply of a sewerage services by the Council, as per section 5.2 of the Revenue Statement 2018-2019;
- (g) Adopts, in accordance with section 94 of the Local Government Act 2009 and sections 99 and 101 of the Local Government Regulation 2012, the water utility charges to be made and levied, for the supply of a water services by the Council, as per section 5.3 of the Revenue Statement 2018-2019;
- (h) Resolves, pursuant to section 102(2) of the Local Government Regulation 2012, that a water meter is taken to have been read during the period that starts 2 weeks before, and ends 2 weeks after, the day on which the meter is actually read;
- (i) Adopts, pursuant to section 130 of the Local Government Regulation 2012, that the differential general rates made and levied shall be subject to a discount as specified in, and subject to the conditions stated in, section 7.3 of the Revenue Statement 2018-2019;
- (j) Resolves, pursuant to section 133 of the Local Government Regulation 2012, that interest be charged on all overdue rates and charges at the rate of 10% per annum, calculated on daily rests as compound interest.
- (k) Resolves, pursuant to section 107 of the Local Government Regulation 2012 that, Council's rates and charges be levied:
 - (i) for the half year 1 July 2018 to 31 December 2018 - in August/ September 2018; and
 - (ii) for the half year 1 January 2019 to 30 June 2019 - in February/March 2019;
- (l) Resolves, pursuant to section 118 of the Local Government Regulation 2012, that Council's

rates and charges be paid within 31 days of the date of the issue of the rate notice;

- (m) Adopts, pursuant to sections 120, 121 and 122 of the Local Government Regulation 2012, the concessions as detailed in section 8 of the Revenue Statement 2018-2019;

Moved: Cr Camp

Seconded: Cr Yanner

Carried 180726.03 5/0

03.02 Burke Shire Council Budget 2018-2019

Adoption of Budget and associated matters 2018-19

2. That Council:

- (a) Resolves, pursuant to section 205 of the Local Government Regulation 2012, that the statement of the financial operations and financial position of the Council in respect of the previous financial year ("the Statement of Estimated Financial Position") be received and its contents noted.
- (b) Adopt, pursuant to section 107A of the Local Government Act 2009 and sections 169 and 170 of the Local Government Regulation 2012, Council's Budget for the 2018/2019 financial year, incorporating:
- The statements of financial position;
 - The statements of cash flow;
 - The statements of income and expenditure;
 - The statements of changes in equity;
 - The long-term financial forecast;
 - The revenue statement (adopted by Council resolution earlier in this meeting);
 - The revenue policy (adopted by Council resolution on 21 June 2018);
 - The relevant measures of financial sustainability; and
 - The total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget, as tabled.

Moved: Cr Camp

Seconded: Cr Poole

Carried 180726.04 5/0

04. Closure of meeting

The Chair declared the meeting closed at 10.13am.

I hereby certify that these pages numbered 1 to 12 – constitute the
Confirmed minutes of the Special Council Meeting of Burke Shire
Council held on Thursday 26 July 2018

Mayor Cr Ernie Camp