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| **MINUTES**  **Special Council Meeting**  **Wednesday, 20 May 2020** | |
| **Time:** | **5.00pm** |
| **Location:** | **Community and Civic Hub - Pavilion Room, 182 Halletts Way, Darley** |

**Order Of Business**

[**1. Opening of Meeting and Prayer 3**](#_Toc40955389)

**1. Acknowledgement of Country**

[**3. Present 3**](#_Toc40955390)

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**6. Presentations/Deputations**

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1. Opening of Meeting and Prayer

The Mayor opened the meeting with the Council Prayer at 5.11pm.

The Mayor advised that Councillors Tatchell and Keogh are participating in tonight’s meeting via video link and that the meeting is being livestreamed via Council’s website.

2. Acknowledgement of Country

We respectfully acknowledge the traditional owners of this land, their spirits and ancestors.

3. Present

Cr David Edwards, Mayor East Moorabool Ward

Cr Jarrod Bingham East Moorabool Ward

Cr Tonia Dudzik East Moorabool Ward

Cr John Keogh East Moorabool Ward

Cr Lawry Borgelt Woodlands Ward

Cr Tom Sullivan West Moorabool Ward

Cr Paul Tatchell Central Moorabool Ward

**Officers:**

Mr Derek Madden Chief Executive Officer

Mr Henry Bezuidenhout Executive Manager Community Planning & Economic Development

Mr Steve Ivelja Chief Financial Officer

Ms Yvonne Hansen Manager Governance, Risk & Corporate Planning

4. Apologies

Nil.

5. Disclosure of Conflicts of Interest

Nil.

6. PRESENTATIONS/DEPUTATIONS

Nil.

7. Customer Care and Advocacy Reports

7.1 Consideration of the Council Plan 2017-2021 (2020 Review)

**Author: Michelle Morrow, Co-ordinator Governance**

**Authoriser: Caroline Buisson, General Manager Customer Care & Advocacy**

**Attachments: 1. MSC Council Plan 2020 Review - Progress Updates 2019 to 2020/21**

**Purpose**

The purpose of the report is to present the draft 2020 review of the 2017-2021 Council Plan and to seek Council endorsement to place the document on public exhibition for public inspection and inviting submissions for consideration.

**Executive Summary**

 In accordance with Section 125 of the *Local Government Act 1989* (the Act), Council must consider whether the Council Plan requires any adjustment.

 This report does not propose to amend the statutory elements of the Council Plan, however does propose to update statistical information; progress made to date against each strategic progress indicator and updating the Strategic Resource Plan.

 It is recommended that Council give public notice, inviting submissions during the prescribed period under section 223 of the *Local Government Act 1989*.

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| **Resolution**  **Moved:** Cr Tonia Dudzik  **Seconded:** Cr Paul Tatchell  That Council, having undertaken a review of the 2017 – 2021 Council Plan in accordance with section 125 of the Local Government Act 1989 (the Act):  1. Endorse the attached draft 2017-2020 Council Plan (2020 Review) noting:  a) There are no amendments to the strategic objectives; strategies and indicators contained within the Plan;  b) The minor amendments made to statistical data and progress updates; and  c) The requirement to update the Strategic Resource Plan once adopted by Council.  2. Authorise the Chief Executive Officer to give public notice of the draft 2017-2021 Council Plan (2020 Review), make available for public inspection and invite submissions under  s. 223 of the Local Government Act 1989 between 23 May to 23 June 2020.  3. Resolve to hear submissions (if required) on Wednesday 1 July at the Ordinary Meeting of Council to be held in the Council Chamber, 15 Stead Street, Ballan commencing at 6.00 pm.  4. Resolves to notify and place on public notice its intention to adopt the Council Plan 2017-2021 (2020 Review) on Wednesday 8 July 2020 at a Special Meeting of Council to be held in the Council Chamber, 15 Stead Street, Ballan commencing at 6.00 pm.  **Carried** |

**Background**

In accordance with Section 125 of the *Local Government Act 1989* (the Act), Council, at least once in each financial year, must consider whether the current Council Plan requires any adjustment in respect of the remaining period of the Council Plan and may make any adjustment it considers necessary to the Council Plan.

In doing so, a person has a right to make a submission under section 223 on a proposed adjustment to a Council Plan which relates to the following aspects:

(a) the strategic objectives of the Council;

(b) the strategies for achieving the objectives; and

(c) the strategic indicators for monitoring the achievement of the objectives.

**Proposal**

The 2017-2021 Council Plan has been reviewed by Council officers to determine a need to amend strategic objectives, strategies and indicators. As such, officers confirm there are no requirements to amend these components of the Council Plan. However, officers have updated non-prescribed elements of the Plan such as statistical information pertaining to the Shire’s population and business profile (as detailed on pages 4-5); progress made to date against each strategic progress indicator (as they appear on pages 30-35) and the replacement of the Strategic Resource Plan (to reflect the Council’s resolution in relation to the 2020/21 Annual Budget. To assist with navigating progress updates, each update has been identified with the use of red text as shown in Attachment 1.

**Council Plan**

The Council Plan 2017-2021 provides as follows:

**Strategic Objective 1: Providing Good Governance and Leadership**

**Context 1B: Our People**

The proposal to review the 2017-2021 Council is consistent with the requirements of the *Local Government Act 1989.*

**Financial Implications**

In accordance with Section 126 of the *Local Government Act 1989*, Council has prepared a draft 2017-2021 Strategic Resource Plan that details the resources required to achieve the 4 strategic objectives outlined in the 2017-2021 Council Plan.

The Strategic Resource Plan includes the standard statements describing the required financial resources in the form and containing the information mandated by the regulations from 1 July 2017 and concluding 30 June 2021.

The standard statements section of the Strategic Resource Plan shows the:

 Comprehensive Income Statement

 Balance Sheet

 Cash Flow Statement; and

 Capital Works

The proposed 2017-2021 Council Plan (2020 Review) will be updated to reflect the Council’s resolution in relation to the 2020/21 Annual Budget.

**Risk & Occupational Health & Safety Issues**

There are no risk or occupational health and safety issues identified in relation to this report.

**Communications & Consultation Strategy**

A communications plan has been developed to advise the community via Council’s website, media release, social media, Council’s community consultation website: haveyoursay.com.au and with hard copies available at all Council offices.

Advertisements are being placed in regional and local papers and members of the community will have no less than 28 days to make a submission.

In accordance with the *Local Government Act 1989*, the draft 2017-2021 Council Plan (2020 Review) and Strategic Resource Plan will progress through the following consultation and adoption process:

**Timetable for the consultation and adoption of the 2017-2021 Council Plan (2020 Review) inclusive of the Strategic Resource Plan**

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| Special Meeting of Council - Draft 2017-2021 Council Plan (2020 Review) presented to Council – public consultation | Wednesday 20 May 2020 |
| Advertise draft 2017-2021 Council Plan (2020 Review), inviting public inspection and submissions according to Section 223 of the Local Government Act 1989, in both regional and local newspapers.   Ballarat Courier – Saturday 23 May 2020   Moorabool News – Tuesday 26 May 2020 | By Thursday 21 May 2020 |
| Have your say website (Moorabool) | Friday 22 May to Tuesday 23 June 2020 |
| Statutory advertisement period ends | Tuesday 23 June 2020 |
| Ordinary Meeting of Council – Consideration of Submissions on draft 2017-2021 Council Plan (2020 Review) | Wednesday 1 July 2020 |
| Special Meeting of Council – Adoption of 2017-2021 Council Plan (2020 Review) | Wednesday 8 July 2020 |
| Post-Adoption:   Notice of Adoption of Council Plan  Ballarat Courier – Saturday 11 July 2020  Moorabool News – Tuesday 14 July 2020   Copies for Public Inspection at Council Offices   Submit Council Plan 2017-2021 (2020 Review) to Minister for Local Government | Thursday 9 July 2020  Prior to 31 July 2020 |

**Victorian Charter of Human Rights & Responsibilities Act 2006**

In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.

**Officer’s Declaration of Conflict of Interests**

Under section 80C of the *Local Government Act 1989* (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

*General Manager – Caroline Buisson*

In providing this advice to Council as the General Manager, I have no interests to disclose in this report.

*Author – Michelle Morrow*

In providing this advice to Council as the Author, I have no interests to disclose in this report.

**Conclusion**

In accordance with section 125 of the *Local Government Act 1989*, the 2017-2021 Council Plan (2020 Review) is presented for Council’s consideration.

7.2 Consideration of the Proposed 2020/21 Annual Budget

**Author: Aaron Light, Senior Accountant**

**Authoriser: Caroline Buisson, General Manager Customer Care & Advocacy**

**Attachments: 1. 2020/21 Proposed Annual Budget**

Purpose

This report relates to the commencement of the process for Council to adopt the 2020/21 Annual Budget, in accordance with Section 126, 127, 129 and 223 of the *Local Government Act 1989* (as amended).

The proposed budget recognises the importance of setting a clear direction for the future, achieving measurable objectives, encouraging community input and consultation, and being financially responsible. It is part of a four-year Strategic Financial Plan that aims to secure a viable and sustainable path to achieve the Shire's objectives.

Executive Summary

This report highlights the important points for consideration in the 2020/21 budget. These include;

 Proposed Loan Borrowings and Loan Redemption

 Proposed Rate Increase

 Differential Rate Categories and Cents/$CIV

 Proposed Changes to Annual Waste Service Charges

 28 Day Public Consultation Period

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| Resolution  **Moved:** Cr John Keogh  **Seconded:** Cr Tonia Dudzik  That Council:  1. In accordance with section 127 of the Local Government Act 1989, place the draft 2020-21 Annual Budget on public exhibition.  2. Authorise the Chief Executive Officer to:  (i) Give public notice of this, in accordance with Section 129 and 223 of the Local Government Act 1989; and  (ii) Make available for public inspection the draft 2020-21 budget.  3. Invite submissions under section 223 of the Local Government Act 1989 on any proposal contained in the proposed Annual Budget 2020-2021 in accordance with 129(2) of the Local Government Act 1989 and allows 28 days for submissions to be made by members of the public (in the prescribed manner).  4. Considers any submissions at the Ordinary Meeting of Council to be held on Wednesday 1 July 2020 commencing at 6pm, at a venue to be determined; and  5. Endorses, subject to changes to the proposed Annual Budget 2020-2021 after consideration of all submissions, in accordance with Section 130 of the Act, to notify and place on public notice its intention to adopt the 2020/21 Annual Budget on Wednesday 8 July 2020 at the Special Meeting of Council, at 6pm, in the Council Chamber, Ballan.  **Carried**  A division was called:  **In Favour:** Crs Jarrod Bingham, John Keogh, Lawry Borgelt, Tonia Dudzik and David Edwards.  **Against:** Crs Tom Sullivan and Paul Tatchell.  **The motion was declared carried** |

Background

This report relates to the commencement of the process for Council to adopt the 2020/21 Annual Budget, in accordance with Section 126, 127, 129 and 223 of the Local Government Act 1989 (as amended).

The proposed budget recognises the importance of setting a clear direction for the future, achieving measurable objectives, encouraging community input and consultation, and being financially responsible. It is part of a four-year Strategic Financial Plan that aims to secure a viable and sustainable path to achieve the Shire's objectives.

The proposed rate increase is 2 per cent, in line with the order by the Minister for Local Government on 13 December 2019 under the Fair Go Rates System. Council resolved to not apply for a rate cap variation for the 2020/21 year and is very aware of cost pressures on individuals and businesses.

The rate increase is to fund the Capital Improvement Program, New Initiatives, service growth and Council operations. The budget document appended to this report (Appendix A) provides detailed information with regard to the major impacts for 2020/21. It also provides details with regard to Council’s financial management principles to ensure a financially sustainable future.

**COVID – 19 FINANCIAL IMPLICATIONS**

The Novel coronavirus (COVID-19) is a current health issue affecting many countries across the world, including Australia. The World Health Organisation has declared the current outbreak of the coronavirus a pandemic. It is impacting on every aspect of everyday lives and businesses. Management have incorporated a number of financial options to address known impacts from COVID-19 as part of the 2020-21 budget including:

 Extension of rate payments to 30 September 2020 with no interest.

 Waived rent / ground hire fees till 30 September 2020 for all occupiers of Council buildings and facilities that have been required to close.

 The implementation of a specific COVID-19 Financial Hardship Policy to provide financial relief to residents and businesses who need it the most.

 Waived rent till 30 September 2020 for businesses occupying Council buildings and facilities that have been required to close.

 Payment of local suppliers weekly to improve business cash flow.

 Developed a buy local campaign supporting hospitality businesses.

 12-month extension of expiry dates for septic and planning permits at no cost till 30 September 2020 due to financial hardship.

At the Council Meeting on the 6May 2020 it was requested that Council officers look into the impact of a zero percent increase prior to commencing consultation.

‘Cr Sullivan: “I would actually move that we go back and look at a zero rate increase before we go out in consultation with the community, the two percent I know it may be small but at least it shows faith with the community that we are tightening our belt as well and I would move that way”. Cr Dudzik Seconded’

Officers have considered the impact of the zero percent rate increase and as part of the 2020/21 budget process and are continually looking at how best to respond to the unfolding crisis. Council are investigating options to provide support to the community of Moorabool which when costed will be at least equivalent to the revenue generated from a 2.00% rate increase, this cost of this has been factored into the 2020/21 Budget and builds a flexible response into the proposed draft Budget. In line with the measures already undertaking by Council the aim of any relief will be to help those in the community most impacted by the effects of the COVID-19 Pandemic. Council will work in close partnership with the communities of Moorabool to determine how to allocate these resources to the area’s most directly impacted by COVID-19. As mentioned previously Council has prepared a COVID-19 Financial Hardship policy to provide some additional targeted relief for parts of the community experiencing financial hardship as a result of the pandemic crisis.

Proposal

 Operating revenue of $57.01 million (excluding developer contributions, non-monetary assets and non-recurrent capital grants);

 Operating expenditure of $55.04 million;

In addition to the planned delivery of recurrent services, the 2020/21 Annual Budget is proposing to fund a number of New Initiatives. Some of these being:

 Implementation of Customer Service Efficiency Improvements ($0.176 million net cost)

 New Capital Works Development Officer ($0.074 million net cost)

 Gateway Strategy – Review and Assessment of Town Entrances ($0.060 million net cost)

 Increase in Sealed Roads Maintenance ($0.050 million net cost)

 Economic Development Strategy Update ($0.050 million net cost)

 Increase in Unsealed Roads Maintenance ($0.048 million net cost)

 Review of the Moorabool Waste Management and Resource Recovery Strategy ($0.040 million net cost)

 Increase in Playgrounds Maintenance ($0.040 million net cost)

 Increase in Footpaths Maintenance ($0.040 million net cost)

 Increase in Local Roads Line Marking ($0.030 million net cost)

 Council Hosted Major Business Events ($0.015 million net cost)

In total, Council will invest $0.924 million in new service initiatives across service areas. The investment in New Initiatives of $0.924 million will be delivered whilst at the same time achieving minimal growth in overall expenditure and ensuring a sustainable operating budget surplus.

Capital Projects

Council’s Capital Works program maintains a mix between the need to maintain existing infrastructure and build new assets to meet community expectations. Included in the 2020/21 budget is $27.609 million (includes $3.579 million in estimated works carried forward from 2019/20) in funds set aside for the delivery of the Capital Improvement Program. Some of the projects proposed as part of the 2020/21 Capital Program include;

 Ballan Recreation Reserve Pavilion ($3.250 million)

 Bacchus Marsh Indoor Recreation Facility ($2.600 million)

 Ballan Depot - Construction Stage 1 ($1.750 million)

 Yendon-Lal Lal Road, Lal Lal - Rehabilitation ($0.897 million)

 West Maddingley Early Years Facility ($0.848 million)

 Yendon-Egerton Road, Mount Egerton - Rehabilitation ($0.693 million)

 Dunnstown Recreation Reserve - Female Friendly Facilities Grant ($0.599 million)

 Mill Park, Ballan - Community Facilities Grant ($0.506 million)

 Bacchus Marsh Racecourse & Recreation Reserve - Design of Stage 2 ($0.550 million)

 Franklin and Labilliere Street, Maddingley - Upgrade ($0.485 million)

 Bald Hill - 1,001 Steps - Design & Construction ($0.375 million)

Waste Service Charges

The Waste Management Service Charge will reduce from $85.00 to $82.00 and the overall Waste Collection Charge will increase from $187.00 to $211.00. The State Landfill Levy will increase from $36.00 to $46.00, and the optional Kerbside Green Waste service will increase from $77.00 to $78.00 for 2020/21.

The cost to Council of delivering waste collection services to the community has been materially impacted by significant increases in the disposal cost for recyclables and the Victorian State Government proposal to increase the State Landfill Levy from $65.90 per tonne in 2019/20 to $85.90 per tonne for 2020/21.

Loan Funding

The 2020/21 budget includes new borrowings of $1.600 million which will be used to fund the Bacchus Marsh Indoor Recreation facility in the 2020/21 CIP Program.

The 2020/21 budget also includes loan principle repayments of $1.608 million.

Cash Management

Overall, total cash and investments of $23.782 million are forecast as at 30 June 2021.

Council Plan

The Council Plan 2017-2021 provides as follows:

**Strategic Objective 1: Providing Good Governance and Leadership**

**Context 1C: Our Business and Systems**

The proposal Consideration of the Proposed 2020/21 Annual Budget is consistent with the Council Plan 2017 – 2021.

Financial Implications

The 2020/21 Budget contains details of the financial resources required to deliver the Council Plan.

Risk & Occupational Health & Safety Issues

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| **Risk Identifier** | **Detail of Risk** | **Risk Rating** | **Control/s** |
| OHS –  Manual Handling | Strain to office worker when using equipment | Medium | Ergonomic Assessment, training, equipment |

Communications & Consultation Strategy

Subject to Council endorsing the Proposed 2020/21 Budget, an advertisement will be placed in local newspapers. The process includes giving public notice to allow 28 days for submissions to be made by members of the public and such submissions will be heard prior to Council adopting the 2020/21 Annual Budget.

Copies of the Proposed 2020/21 Annual Budget can also be viewed on Council’s website: [www.moorabool.vic.gov.au](http://www.moorabool.vic.gov.au) with physical copies mailed out on request.

Residents are invited to make submissions in relation to the Proposed 2020/21 Annual Budget until 5.00pm on Tuesday 23 June, 2020.

Feedback should be made in writing and be addressed to:

The Chief Executive Officer

Budget Submission

Moorabool Shire Council

PO Box 18

Ballan VIC 3342

Alternatively, submissions can be emailed to [info@moorabool.vic.gov.au](mailto:info@moorabool.vic.gov.au) or submitted online at [haveyoursaymoorabool.com.au](http://www.haveyoursaymoorabool.com.au)

Any person requesting that he or she be heard in support of a submission is entitled to appear before the Special Meeting of Council either personally or by a person acting on his or her behalf. Any person who wishes to be heard in support of a submission should indicate this request in their written submission. A meeting to hear submissions is scheduled to occur on Wednesday 1 July, 2020 at 6.00pm, at a venue to be determined.

Victorian Charter of Human Rights & Responsibilities Act 2006

In developing this report to Council, the officer considered whether the subject matter raised any human rights issues. In particular, whether the scope of any human right established by the Victorian Charter of Human Rights and Responsibilities is in any way limited, restricted or interfered with by the recommendations contained in the report. It is considered that the subject matter does not raise any human rights issues.

Officer’s Declaration of Conflict of Interests

Under section 80C of the *Local Government Act 1989* (as amended), officers providing advice to Council must disclose any interests, including the type of interest.

*General Manager – Caroline Buisson*

In providing this advice to Council as the General Manager, I have no interests to disclose in this report.

*Author – Aaron Light*

In providing this advice to Council as the Author, I have no interests to disclose in this report.

Conclusion

The Proposed Budget presents Council's immediate and longer-term financial strategy and links the actions set out in the Council Plan. It also identifies the capital works and services the community can expect from Council during the 2020/21 financial year and beyond.

6. Meeting Closure

The Meeting closed at 5.28pm.

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**CHAIRPERSON**