



CITY OF VINCENT

SPECIAL COUNCIL MEETING 20 MAY 2014

NOTICE OF MEETING AND AGENDA

Notice is hereby given that a Special Meeting of the Council of the City of Vincent will be held at the Administration and Civic Centre, 244 Vincent Street (corner Loftus Street), Leederville, on **Tuesday 20 May 2014** at 6.00pm. The purpose of the meeting is to consider the following items:

- 7.1 Adoption in Principle of the Draft Budget 2014/15
- 7.2 CONFIDENTIAL REPORT: Director Planning Services Appointment

MIKE ROOTSEY
ACTING CHIEF EXECUTIVE OFFICER
16 MAY 2014

"Enhancing and celebrating our diverse community"

This document is available in alternative formats upon request.

“Enhancing and celebrating our diverse community”

PURPOSE - The purpose defines the *business we are in*. It describes our reason for being, and the services and products we provide. Our purpose is:

“To provide and facilitate services for a safe, healthy and sustainable community.”

VISION – The vision statement is *what we are striving to become*, what we will look like in the future. Based on accomplishing key strategic challenges and the outcomes of Vincent Vision 2024, the City’s vision is:

“A sustainable and caring community built with vibrancy and diversity.”

GUIDING VALUES (*Describes what values are important to us*)

- **Excellence and Service**

We aim to pursue and deliver the highest possible standard of service and professionalism to the Vincent community.

- **Honesty and Integrity**

We are honest, fair, consistent, accountable, open and transparent in our dealings with each other and are committed to building trust and mutual respect.

- **Innovation and Diversity**

We encourage creativity, innovation and initiative to realise the vibrancy and diversity of our vision.

- **Caring and Empathy**

We are committed to the wellbeing and needs of our employees and community and value each others views and contributions.

- **Teamwork and Commitment**

Effective teamwork is vital to our organisation and we encourage co-operation, teamwork and commitment within and between our employees and our business partners and community.

DISCLAIMER

No responsibility whatsoever is implied or accepted by the City of Vincent (City) for any act, omission, statement or intimation occurring during Council meetings. The City disclaims any liability for any loss however caused arising out of reliance by any person or legal entity on any such act, omission, statement or intimation occurring during Council meetings. Any person or legal entity who acts or fails to act in reliance upon any statement, act or omission made in a Council meeting does so at their own risk.

In particular and without derogating in any way from the broad disclaimer above, in any discussion regarding any planning or development application or application for a licence, any statement or intimation of approval made by an Elected Member or Employee of the City during the course of any meeting is not intended to be and is not to be taken as notice of approval from the City. The City advises that anyone who has any application lodged with the City must obtain and should only rely on WRITTEN CONFIRMATION of the outcome of the application, and any conditions attaching to the decision made by the Council in respect of the application.

Copyright

The City wishes to advise that any plans or documents contained within this Agenda may be subject to copyright law provisions (Copyright Act 1968, as amended) and that the express permission of the copyright owner(s) should be sought prior to their reproduction. It should be noted that Copyright owners are entitled to take legal action against any persons who infringe their copyright. A reproduction of material that is protected by copyright may represent a copyright infringement.

PROCEDURE FOR PUBLIC SPEAKING TIME

The City of Vincent Local Law Relating to Standing Orders prescribes the procedure for persons to ask questions or make public statements relating to a matter affecting the City, either verbally or in writing, at a Council meeting.

Questions or statements made at an Ordinary Council meeting can relate to matters that affect the City. Questions or statements made at a Special Meeting of the Council must only relate to the purpose for which the meeting has been called.

1. Shortly after the commencement of the meeting, the Presiding Member will ask members of the public to come forward to address the Council and to give their name, address and Agenda Item number (if known).
2. Public speaking time will be strictly limited to three (3) minutes per member of the public.
3. Members of the public are encouraged to keep their questions/statements brief to enable everyone who desires to ask a question or make a statement to have the opportunity to do so.
4. Public speaking time is declared closed when there are no further members of the public who wish to speak.
5. Questions/statements are to be directed to the Presiding Member and are to be made politely in good faith and are not to be framed in such a way as to reflect adversely or be defamatory on a Council Member or City Employee.
6. Where the Presiding Member is of the opinion that a member of the public is making a statement at a Council meeting, that does not affect the City, he may ask the person speaking to promptly cease.
7. Questions/statements and any responses will be summarised and included in the Minutes of the Council meeting.
8. Where practicable, responses to questions will be provided at the meeting. Where the information is not available or the question cannot be answered, it will be *"taken on notice"* and a written response will be sent by the Chief Executive Officer to the person asking the question. A copy of the reply will be included in the Agenda of the next Ordinary meeting of the Council.
9. It is not intended that public speaking time should be used as a means to obtain information that would not be made available if it was sought from the City's records under Section 5.94 of the Local Government Act 1995 or the Freedom of Information (FOI) Act 1992. The CEO will advise the member of the public that the information may be sought in accordance with the FOI Act 1992.

RECORDING OF COUNCIL MEETINGS

- ◆ All Ordinary and Special Council Meetings are electronically recorded (both visual and audio), except when the Council resolves to go behind closed doors;
- ◆ All recordings are retained as part of the City's records in accordance with the General Disposal Authority for Local Government Records produced by the Public Records Office;
- ◆ A copy of the recorded proceedings and/or a transcript of a particular section or all of a Council meeting is available in accordance with Policy No. 4.2.4 - Council Meetings – Recording and Access to Recorded Information.

SPECIAL COUNCIL MEETING

ORDER OF BUSINESS

1. **(a) Declaration of Opening**

(b) Acknowledgement of Country Statement

“Today we meet on the lands of the Nyoongar people and we honour them as the traditional custodians of this land”.

2. **Apologies/Members on Approved Leave of Absence**

2.1 Cr Wilcox on approved leave of absence from Thursday 1 May 2014 to Thursday 31 July 2014 (inclusive), due to personal commitments.

2.2 Director Community Services, Mr Rob Boardman on approved sick leave.

3. **Public Question Time and Receiving of Public Statements**

Please Note: Section 7(4)(b) of the Local Government (Administration) Regulations 1996 states that:

“Council at a Special Meeting is not required to answer a question that does not relate to the purpose of the meeting. It is requested that only questions that relate to items on the Agenda be asked.”

4. **Applications for Leave of Absence**

Nil.

5. **Announcements by the Presiding Member (Without Discussion)**

6. **Declaration of Interests**

6.1 Financial - Local Government Act 1995, s5.60A

6.2 Proximity - Local Government Act 1995, s5.60B

6.3 Impartiality - Local Government (Administration) Regulations 34

7. **Reports**

7.1 Adoption in Principle of the Draft Budget 2014/2015

7.2 CONFIDENTIAL REPORT: Director Planning Services Appointment

8. **Closure**

7.1 Adoption in Principle of the Draft Annual Budget 2014/15

Ward:	Both	Date:	11 May 2014
Precinct:	All	File Ref:	FIN0025
Attachments:	Nil		
Tabled Items:	2014/15 Draft Annual Budget		
Reporting Officer:	M Rootsey, Director Corporate Services		
Responsible Officer:	M Rootsey, A/Chief Executive Officer		

OFFICER RECOMMENDATION:

That the Council;

1. **APPROVES IN PRINCIPLE the Draft Budget 2014/15 as tabled;**
2. **ADVERTISES the Draft Budget 2014/15 for public comment for a period of fourteen (14) days and further considers any submissions received; and**
3. **In the event that a second Budget Special Council Meeting is required APPROVES BY AN ABSOLUTE MAJORITY to authorise the Acting Chief Executive Officer to arrange the meeting at a date to be advised.**

PURPOSE OF REPORT:

To present and consider the Draft Budget for the financial year 2014/15.

BACKGROUND:

The budget timetable for the 2014/15 Draft Annual Budget was adopted at the Ordinary Meeting of Council held on 17 December 2013.

DATE	ITEM
24 March - 18 April 2014	Chief Executive Officer and Directors to review 1 st Draft Budget
18 April 2014	1 st Draft Budget issued to Council Members
29 April 2014	Briefing provided to Council Members
6 May 2014	1 st Budget briefing/Special Council Meeting (open to the public)
20 May 2014	2 nd Budget briefing/Special Council Meeting (open to the public) – if required
20 May – 23 May 2014	Budget documentation finalised for public comment
23 May 2014	Advertise for public comment (14 days)
6 June 2014	Public comment closes
11 June 2014	Final briefing for Council Members
11 June - 20 June 2014	Final Budget documentation and report for Council prepared
20 June 2014	Issue Agenda report
1 July 2014	Adoption of Annual Budget at the Special Council meeting

However, the following changes to the timetable have materialised. The Council Briefing scheduled for 29 April 2014 was rescheduled to the 6 May 2014 and the 1st Budget briefing/Special Council Meeting was re-arranged to be held on the 20 May 2014 with the requirement for a 2nd Budget briefing/Special Council Meeting to be determined at the meeting on the 20 May 2014.

DETAILS:

Draft Budget

The City's Administration has prepared the draft budget and has included the following:

- (a) Council adopted programs;
- (b) Items from Council Resolutions;
- (c) Council Members' requests;
- (d) Ratepayer/resident requests; and
- (e) Projects identified by the City's Administration.

The City's Administration has used the following criteria to determine project priorities:

Priority	Rating	Criteria
1	Very High	Adopted program/legislative requirement/safety issue/significant community benefit
2	High	Considered necessary/demonstrated cost benefits/Community need
3	Medium	Desirable/may benefit the Community
4	Low	"Nice to do"/not a priority
5	Very Low	Minimal demonstrated benefit/need

The Draft Budget 2014/15 as presented proposes the funds for the new capital works as follows:

Land and Buildings	\$1,638,275
Infrastructure	\$7,759,675
Plant and Equipment	\$520,300
Furniture and Equipment	\$145,125

The Draft Budget for 2014/15 for recurrent operating expenditure is **\$50.9** million.

Rates revenue required for the Draft Budget 2014/15 is **\$26.4** million.

The value of operating revenue other than rates increases is **\$24.3** million.

As the summary indicates, if all the works included on the Draft Budget 2014/15 as presented are funded, the Council will need an estimate increase of **3.62%** in the rate in the dollar to meet all of the requests.

CONSULTATION/ADVERTISING:

The Council's Policy No. 4.1.5 "*Community Consultation*" prescribes the Draft Budget to be advertised on a local basis for a period of fourteen (14) days. Copies of the Draft Budget will also be placed on the City's website, placed in the Library and sent to the Community/Business Groups.

The approved Budget timetable provides for two (2) Special Council Meetings (6 and 20 May 2014).

LEGAL/POLICY:

Adoption of Budget

The amendments to the Local Government Act (1995) now allow a Council to adopt its budget prior to the end of a financial year. However, the City will continue to its retain process of adopting the Budget in the first week of the new financial year. This year it is scheduled that the Council will adopt the budget at a Special Meeting of Council on 1 July 2014.

There is no legal requirement for a Local Government to advertise their Draft Budget for Community Consultation. However, the City continues to advertise its Draft Budget for Community Consultation in accordance with Community Consultation Policy No. 4.1.21.

STRATEGIC IMPLICATIONS:

The Council's budget process is in accordance with the Council's Strategic Community Plan 2013-2023 and Corporate Business Plan 2013-2017, Objective "4. Leadership, Governance and Management":

"4.1.2 Manage the organisation in a responsible, efficient and accountable manner"

"4.1.4 Plan effectively for the future":

SUSTAINABILITY IMPLICATIONS:

The City has been independently assessed as being viable and sustainable.

The City is in a reasonable financial position, with a good level of reserves, most of the borrowings are covered by money-back guarantees together with major future revenue sources from its share of the Tamala Park land.

FINANCIAL/BUDGET IMPLICATIONS:

The approval in principle of the Draft Budget is essential to maintain the timeframe to allow adoption of the Annual Budget in line with the Council approved timetable.

This will then ensure funding for the operations of the next financial year.

COMMENTS:

The 2014/15 Annual Budget has been prepared with uncertainty for the City due to the outcomes of the amalgamation process yet to be finalised. However, the Draft Budget has been prepared on the basis that the City of Vincent will not be operating in its current state from 1 July 2015.

The Draft Budget 2014/15 provides funding for an ambitious and exciting Capital Works Programme to provide good quality infrastructure for the City. In addition, the Operating Budget includes funding allocations to provide and maintain the current level of service for the ratepayers and community.

It is recommended the Council consider and approve, in principle, the Draft Budget 2014/15 and for this to be advertised for public comment.

7.2 CONFIDENTIAL REPORT – Director Planning Services Appointment

Ward:	-	Date:	11 May 2014
Precinct:	-	File Ref:	ADM0061
Attachments:	Nil		
Tabled Items:	Nil		
Reporting Officer:	Mike Rootsey, Acting Chief Executive Officer		
Responsible Officer:	Mike Rootsey, Acting Chief Executive Officer		

OFFICER RECOMMENDATION:

That the Council;

1. pursuant to section 5.23(2) of the Local Government Act 1995 and clause 2.14 of the City of Vincent Local Law Relating to Standing Orders, proceeds “behind closed doors” at the conclusion of the items, to consider the Confidential Report, circulated separately to Council Members, relating to the Director Planning Services Appointment, as this matter relates to;

“(a) a matter affecting an employee or employees;” and

2. **AUTHORISES** the Acting Chief Executive Officer to make public the Confidential Report, or any part of it, at the appropriate time.

DETAILS:

The Acting Chief Executive Officer is of the opinion that this report is of a confidential nature as it relates as the matter relates to an employee or employees. In accordance with Section 5.23 of the Local Government Act, the report is to be kept confidential until determined by the Council to be released for public information by the Acting Chief Executive Officer.

LEGAL:

The Local Government Act 1995, Section 5.23(2) prescribes that a meeting or any part of a meeting may be closed to the public when it deals with a range of matters.

The City of Vincent Local Law Relating to Standing Orders states the following:

“2.14 Confidential business

- (1) *All business conducted by the Council at meetings (or any part of it) which are closed to members of the public is to be treated in accordance with the Local Government (Rules of Conduct) Regulations 2007.*

The confidential report is provided separately to Council Members and the Acting Chief Executive Officer.

In accordance with the legislation, the report is to be kept confidential until determined by the Council to be released for public information.

At the conclusion of these matters, the Council may wish to make some details available to the public.
