



CITY OF VINCENT

"Enhancing and celebrating our diverse community"

MINUTES

SPECIAL COUNCIL MEETING

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| 2 JULY 2013 |
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Minutes of the Special Meeting of Council of the City of Vincent held at the Administration and Civic Centre, 244 Vincent Street, Leederville, on Tuesday 2 July 2013, commencing at 6.00pm.

1. (a) DECLARATION OF OPENING

The Presiding Member, Mayor Hon. Alannah MacTiernan, declared the meeting open at 6.00pm and read the following Acknowledgement of Country Statement:

(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

(a) Apologies:

Carlie Eldridge, Director Planning Services – on sick leave.

(b) Members on Approved Leave of Absence:

Cr Matt Buckels on approved leave of absence from 29 June 2013 to 4 August 2013 inclusive for personal commitments.

Cr Warren McGrath an approved leave of absence from 1 July 2013 to 4 July 2013 inclusive for work commitments.

(c) Present:

| | |
|-------------------------------|-----------------------------|
| Mayor Hon. Alannah MacTiernan | Presiding Member |
| Cr John Carey | South Ward |
| Cr Roslyn Harley | North Ward |
| Cr Dudley Maier | North Ward |
| Cr John Pintabona | South Ward |
| Cr Joshua Topelberg | South Ward |
| Cr Julia Wilcox | North Ward |
| John Giorgi, JP | Chief Executive Officer |
| Rob Boardman | Director Community Services |
| Mike Rootsey | Director Corporate Services |
| Rick Lotznicker | Director Technical Services |

Media

| | |
|------------------|--|
| Sara Fitzpatrick | Journalist – <i>"The Guardian Express"</i> |
| David Bell | Journalist – <i>"The Perth Voice"</i> |

3. (a) PUBLIC QUESTION TIME & RECEIVING OF PUBLIC SUBMISSIONS

Nil.

4. APPLICATIONS FOR LEAVE OF ABSENCE

- 4.1 Cr Joshua Topelberg requested leave of absence from 16 July to 19 July 2013 (inclusive), due to work commitments.

Moved Cr Maier, Seconded Cr Harley

That Cr Topelberg's request for leave of absence be approved.

CARRIED UNANIMOUSLY (7-0)

(Cr Buckels and Cr McGrath were on approved leave of absence.)

5. ANNOUNCEMENTS BY THE PRESIDING MEMBER (WITHOUT DISCUSSION)

Nil.

6. DECLARATION OF INTERESTS

Nil.

7.1 Policy No. 4.2.7 – Council Members Allowances, Fees and Re-imbursement of Expenses – Amendment

| | | | |
|-----------------------------|---|------------------|--------------|
| Ward: | Both | Date: | 28 June 2013 |
| Precinct: | All | File Ref: | ADM0051 |
| Attachments: | 001 – Salaries and Allowances Tribunal Determination 2013 002 – Amended Draft Policy No. 4.2.7 | | |
| Tabled Items: | Nil | | |
| Reporting Officer: | John Giorgi, Chief Executive Officer | | |
| Responsible Officer: | John Giorgi, Chief Executive Officer | | |

OFFICER RECOMMENDATION:

That the Council;

1. **NOTES** the Determination of the Salaries and Allowances Tribunal (the Tribunal) on Local Government Elected Council Members, issued on the 19 June 2013, as shown in Appendix 7.1 (Attachment 001);

2. **APPROVES BY AN ABSOLUTE MAJORITY;**

2.1 pursuant to relevant amendments to the Local Government (Administration) Regulations 1996, the financial support that will be provided to Council Members through the payment of allowances, fees and reimbursement of expenses incurred and insurance cover while performing their official functions and duties of office, as detailed in the amended draft Policy No. 4.2.7 – “*Council Member - Allowances, Fees and Re-imbursement of Expenses*”, as shown in Appendix 7.1 (Attachment 002); and specifically;

2.2 In accordance with Section 5.99 of the Local Government Act 1995, the payment of an Annual Meeting Attendance Fees to the maximum amount allowable within the prescribed legislation, which currently is as follows:

| ITEM | AMOUNT |
|-------------|----------|
| Councillors | \$22,000 |
| Mayor | \$29,500 |

2.3 In accordance with Section 5.98 (5) of the Local Government Act 1995, the payment of an Annual Mayoral Allowance to the maximum amount allowable within the prescribed legislation, which currently as follows:

| ITEM | AMOUNT |
|-------|----------|
| Mayor | \$60,000 |

2.4 In accordance with Section 5.98A of the Local Government Act 1995, the payment of a Deputy Mayoral Allowance as follows:

| ITEM | % of the Mayoral Allowance | AMOUNT |
|--------------|----------------------------|----------|
| Deputy Mayor | 20% | \$12,000 |

- 2.5 In accordance with Section 5.99A of the Local Government Act 1995, the payment of an Information and Communications Technology Allowance (ICT), to the maximum amount allowable within the prescribed legislation that maybe claimed annually, which currently as follows:

| ITEM | AMOUNT |
|-------------|---------|
| Councillors | \$3,500 |
| Mayor | \$3,500 |

- 2.6 To AMEND Council Policy No. 4.2.7 – “*Council Member - Allowances, Fees and Re-imburement of Expenses*”, as shown in Clause 2.2 to 2.5 above and in Appendix 7.1 (Attachment 002); and

3. Subject to Clause 2 above being approved;

- 3.1 APPROVES BY AN ABSOLUTE MAJORITY in accordance with Section 6.2 of the Local Government Act 1995, additional expenditure of \$139,400 in its Draft Budget 2013/2014, to reflect the changes to the relevant cost items; and

- 3.2 REQUESTS the Chief Executive Officer to identify a funding source, for the increased amounts at the mid-year Budget Review to be considered in February 2014.

Moved Cr Harley, Seconded Cr Pintabona

That the recommendation be adopted with the following change;

“That Clause 2.1 & 2.6 be amended to read as follows:

- 2.1 pursuant to relevant amendments to the Local Government (Administration) Regulations 1996, the financial support that will be provided to Council Members through the payment of allowances, fees and reimbursement of expenses incurred and insurance cover while performing their official functions and duties of office, as detailed in the amended draft Policy No. 4.2.7 – “*Council Member - Allowances, Fees and Re-imburement of Expenses*”, as shown in Appendix 7.1 (Attachment 002); and specifically subject to:

Deletion of Clause 9 – “Miscellaneous Expense and Entitlements” (and subsequent Clause be renumbered);

- 2.6 To AMEND Council Policy No. 4.2.7 – “*Council Member - Allowances, Fees and Re-imburement of Expenses*”, as shown in Clause 2.2 to 2.5 above and in Appendix 7.1 (Attachment 002) subject to:

Deletion of Clause 9 – “Miscellaneous Expense and Entitlements” (and subsequent Clause be renumbered); and

EXPLANATION NOTE:

Christmas cards (up to 100) for Councillors is included in Clause 8 – “*Stationery, Consumables, and Postage*”.

Christmas cards for the Office of the Mayor is included in the “*Stationery and Consumables*” account – Members of Council cost centre.

Debate ensued.

AMENDMENT 1

Moved Cr Maier, Seconded Cr

“That the Information and Communications Technology allowance be reduced to \$2,000.”

PROPOSED AMENDMENT LAPSED FOR WANT OF A SECONDER

Debate ensued.

AMENDMENT 1

Moved Cr Topelberg, Seconded Cr Maier

“That Clause 3 be amended to read as follows:

3. Subject to Clause 2 above being approved;
 - 3.1 APPROVES BY AN ABSOLUTE MAJORITY in accordance with Section 6.2 of the Local Government Act 1995, additional expenditure of \$139,400 in its Draft Budget 2013/2014, to reflect the changes to the relevant cost items, and identify a funding source in the 2013/2014 budget.
 - 3.2 ~~REQUESTS the Chief Executive Officer to identify a funding source, for the increased amounts at the mid-year Budget Review to be considered in February 2014.”~~

Debate ensued.

AMENDMENT 2 PUT AND CARRIED UNANIMOUSLY (7-0)

(Cr Buckels and Cr McGrath were on approved leave of absence.)

**MOTION AS AMENDED PUT AND CARRIED UNANIMOUSLY
BY AN ABSOLUTE MAJORITY (7-0)**

(Cr Buckels and Cr McGrath were on approved leave of absence.)

COUNCIL DECISION ITEM 7.1

That the Council;

1. NOTES the Determination of the Salaries and Allowances Tribunal (the Tribunal) on Local Government Elected Council Members, issued on the 19 June 2013, as shown in Appendix 7.1 (Attachment 001);
2. APPROVES BY AN ABSOLUTE MAJORITY;
 - 2.1 pursuant to relevant amendments to the Local Government (Administration) Regulations 1996, the financial support that will be provided to Council Members through the payment of allowances, fees and reimbursement of expenses incurred and insurance cover while performing their official functions and duties of office, as detailed in the amended draft Policy No. 4.2.7 – “*Council Member - Allowances, Fees and Re-imbursment of Expenses*”, as shown in Appendix 7.1 (Attachment 002); and specifically subject to:

Deletion of Clause 9 – “*Miscellaneous Expense and Entitlements*” (and subsequent Clause be renumbered);

EXPLANATION NOTE:

Christmas cards (up to 100) for Councillors is included in Clause 8 – “*Stationery, Consumables, and Postage*”.

Christmas cards for the Office of the Mayor is included in the “*Stationery and Consumables*” account – Members of Council cost centre.

- 2.2 In accordance with Section 5.99 of the Local Government Act 1995, the payment of an Annual Meeting Attendance Fees to the maximum amount allowable within the prescribed legislation, which currently is as follows:

| ITEM | AMOUNT |
|-------------|----------|
| Councillors | \$22,000 |
| Mayor | \$29,500 |

- 2.3 In accordance with Section 5.98 (5) of the Local Government Act 1995, the payment of an Annual Mayoral Allowance to the maximum amount allowable within the prescribed legislation, which currently as follows:

| ITEM | AMOUNT |
|-------|----------|
| Mayor | \$60,000 |

- 2.4 In accordance with Section 5.98A of the Local Government Act 1995, the payment of a Deputy Mayoral Allowance as follows:

| ITEM | % of the Mayoral Allowance | AMOUNT |
|--------------|----------------------------|----------|
| Deputy Mayor | 20% | \$12,000 |

- 2.5 In accordance with Section 5.99A of the Local Government Act 1995, the payment of an Information and Communications Technology Allowance (ICT), to the maximum amount allowable within the prescribed legislation that may be claimed annually, which currently as follows:

| ITEM | AMOUNT |
|-------------|---------|
| Councillors | \$3,500 |
| Mayor | \$3,500 |

- 2.6 To AMEND Council Policy No. 4.2.7 – “*Council Member - Allowances, Fees and Re-imbursment of Expenses*”, as shown in Clause 2.2 to 2.5 above and in Appendix 7.1 (Attachment 002) subject to:

Deletion of Clause 9 – “*Miscellaneous Expense and Entitlements*” (and subsequent Clause be renumbered);

EXPLANATION NOTE:

Christmas cards (up to 100) for Councillors is included in Clause 8 – “*Stationery, Consumables, and Postage*”.

Christmas cards for the Office of the Mayor is included in the “*Stationery and Consumables*” account – Members of Council cost centre; and

3. Subject to Clause 2 above being approved;

- 3.1 APPROVES BY AN ABSOLUTE MAJORITY in accordance with Section 6.2 of the Local Government Act 1995, additional expenditure of \$139,400 in its Draft Budget 2013/2014, to reflect the changes to the relevant cost items and identify a funding source in the 2013/2014 budget.

ADDITIONAL INFORMATION:

The following information has been obtained from other Local Governments.

| Local Government | Decision | Deputy Mayor Allowance |
|---------------------|---|--|
| Town of Bassendean | Councillors \$14,000 attending Meetings Mayor \$24,000 Meeting fees Mayor Allowance \$35,000 | \$7,500 |
| Town of Bayswater | Each Councillor to receive \$30,000 and the Mayor \$80,000 (Maximum) | \$21,250 allowance |
| City of Belmont | Still finalising and information unavailable | Still finalising and information unavailable |
| City of Cambridge | Maximum amount permitted | 25% (\$15,000) |
| City of Cockburn | Still finalising and information unavailable. | Still finalising and information unavailable |
| City of Fremantle | Information unavailable | Information unavailable |
| City of Gosnells | Still finalising and information unavailable. | Still finalising and information unavailable |
| City of Joondalup | Maximum amount permitted | 25% |
| City of Kwinana | 80% of the maximum (band 2) | Information unavailable |
| City of Melville | Still finalising and information unavailable | Still finalising and information unavailable |
| City of Perth | Maximum amount permitted | 25% |
| City of Rockingham | Information unavailable | Information unavailable |
| City of South Perth | Maximum amount permitted | 25% |
| City of Subiaco | Maximum amount permitted | Still finalising and information unavailable |
| City of Swan | Information unavailable | Information unavailable |
| City of Stirling | Each Councillor receives \$30,000 and the Mayor \$45,000 to attend each meeting. The Mayors Allowance is \$85,000 (Maximum) | Deputy Mayor Allowance is \$21,250 |
| Town of Vic Park | Maximum amount permitted | 25% (\$15,000) |
| City of Wanneroo | Mayors allowance is \$85,000 (Maximum) Councillor information unavailable | \$21,250 (25% of the maximum) |

PURPOSE OF REPORT:

The purpose of this report is to inform the Council of the Determination of the Salaries and Allowances Tribunal **[the Tribunal]** on Local Government Elected Council Members, issued on the 19 June 2013 and to amend the Policy No. 4.2.7 – “*Council Member - Allowances, Fees and Re-imbursment of Expenses*”, (as shown in Appendix 7.1 – Attachment 002).

BACKGROUND:

On 19 June 2013, the Salaries and Allowances Tribunal published its Local Government Elected Council Members Determination No.1 of 2013 – **[the Determination]**, as shown in Appendix 7.1 (Attachment 001).

The SAT Determination advised as follows:

“PREAMBLE:

1. *In accordance with Section 7B(2) of the Salaries and Allowances Act 1975 (‘the SA Act’), the Salaries and Allowances Tribunal is required to “inquire into and determine:*
 - a. *the amount of fees, or the minimum and maximum amounts of fees, to be paid under the Local Government Act 1995 [‘the LG Act’] to elected council members for attendance at meetings; and*
 - b. *the amount of expenses, or the minimum and maximum of expenses, to be reimbursed under the Local Government Act 1995 to elected council members; and*
 - c. *the amount of allowances, or the minimum and maximum amounts of allowances, to be paid under the Local Government Act 1995 to elected council members.”*

BACKGROUND

2. *Following the proclamation of relevant sections of the Local Government Amendment Bill 2011 on 5 February 2013, the Salaries and Allowances Tribunal was empowered to determine certain payments that are to be made or reimbursed to elected council members with effect from 1 July 2013.*
3. *Sections 5.98 to 5.100 of the LG Act were also amended with effect from 1 July 2013 to complement the changes to the SA Act.*
4. *The legislation confers entitlements to claim fees, expenses and allowances on individual council members and provides the Tribunal with the capacity to determine either particular amounts for these payments or to determine a range within which the relevant local governments set the amounts. Those fees, expenses and allowances which are legislated as entitlements of a council member cannot be taken away by any decision or action of the council.*
5. *Where the Tribunal has chosen to determine minimum and maximum amounts for fees, expenses or allowances, there is an obligation on local governments to set the amounts to be paid or reimbursed within the range determined.*
6. *Fees, expenses and allowances for elected council members were set by regulation in 1996 following the introduction of the LG Act. Adjustments to fees, expenses and allowances have been made twice since then – in 1999 and most recently in 2005. In accordance with section 8(d) of the SA Act, not more than a year is to elapse between one determination and another under section 7B(2). Hence adjustments to the fees, expenses and allowances payable to council members will be made regularly under the new legislation. These adjustments will be published in determinations which must be in writing, signed by the members and come into operation on a date specified in the determination. The determinations will be published in the Western Australian Government Gazette.*
7. *It is clear from the relevant legislation and Parliamentary debates on the Local Government Amendment Bill 2011, that the fees, expenses and allowances to which they refer are not intended to be full time salaries for council members. There is a recognised element of voluntary community service in the role of council members.*

CURRENT INQUIRY

8. *In discharging the responsibilities given to it by the Parliament, the Tribunal has in the context of its current inquiry, adopted the following approach:*
- *advertised for public submissions;*
 - *written to local governments and regional local governments requesting information on the fees, expenses and allowances currently paid to elected council members;*
 - *written to local governments and regional local governments providing them with the opportunity to raise any comments or issues relevant to the determination of fees, expenses and allowances which they would like the Tribunal to consider;*
 - *interviewed a number of mayors, presidents, councillors, chief executive officers (CEOs) and representatives of the Western Australian Local Government Association (WALGA);*
 - *collected a wide range of data on the role and time commitments of elected members;*
 - *considered relevant labour market and economic data; and*
 - *sought advice from its Statutory Adviser.*

Public Submissions

9. *An advertisement calling for public submissions to the Tribunal's inquiry was placed in The West Australian newspaper on Wednesday, 6 March 2013 with a closing date of Friday, 29 March 2013. The advertisement was also placed on the Tribunal's website.*
10. *Advertisements were placed in 36 regional community newspapers throughout March and April 2013 calling for public submissions.*
11. *The Tribunal received three submissions from the public and one from WALGA.*

Survey

12. *On 18 February 2013 the Tribunal surveyed each local government regarding the actual amount of fees, expenses and allowances claimed by each elected member in the 2011/12 financial year. The Tribunal also sought information regarding policies that local governments had adopted in relation to the payment of fees, expenses and allowances.*
13. *The Tribunal received responses from 118 local governments, while 31 provided no response.*

Invitations to Local Governments and Regional Local Governments

14. *The Tribunal's correspondence of 18 February also provided local governments and regional local governments with the opportunity to inform the Tribunal of any comments or issues relevant to the determination of fees, expenses and allowances.*
15. *Seven local governments and four individual councillors provided written submissions to the Tribunal"*

Tribunal Research

The Tribunal carried out extensive research including;

- A. Roles and Responsibilities of Mayors and Council Member;
- B. Fees and Allowances paid in other states of Australia;
- C. Economic and Labor Market Indices;
- D. Fees paid to Chairpersons and Members of State Government Boards and Committees; and
- E. Superannuation provisions that may be relevant to Council Members.

Tribunal Survey

The Tribunal carried out extensive surveys of Local Governments in Western Australia and interstate comparisons.

CONCLUSIONS

The Tribunal reached the following conclusions:

78. *During the course of the inquiry, it became clear to the Tribunal that the fees and allowances payable to council members, mayors, presidents, chairmen and their deputies required a significant adjustment.*
79. *Meeting attendance fees were found to have lagged behind those paid to council members in other Australian jurisdictions. Indeed, council members in Western Australia were found to be the lowest paid of any of the Australian states. Council member meeting fees were also found to be capped at around the minimum of the annual attendance fees payable to Western Australian State government board and committee members.*
80. *The Tribunal concluded that the present framework of fees and allowances did not adequately take into account the significant weight of responsibilities shouldered by council members in the largest and most populace local governments. In establishing a new framework for the payment of fees and allowances, the Tribunal therefore adopted a banding model with local government allocated to four bands like those used in determining the remuneration of local government chief executive officers. This approach enabled the Tribunal to properly differentiate between the weight of responsibilities carried by council members, mayors, presidents and chairmen in different sized local governments.*
81. *While adjustments to fees and allowances generally aligned to CPI and WPI were considered to be appropriate for council members in local governments allocated to bands 3 and 4, the Tribunal concluded that they were inadequate for council members in local governments allocated to bands 1 and 2. The Tribunal decided that increases in the amount of fees and allowances payable to council members who shouldered higher levels of responsibility should be aligned more closely with the fees and allowances paid to Western Australian Government board and committee members and council members in other Australian states.*
82. *The Tribunal also concluded that there should be sufficient breadth in the range of amounts determined for local governments in each band to enable councils to exercise discretion to their own satisfaction. It was the Tribunal's intent that councils should be able to take into account all the factors which were particular and relevant to their local government area and community. This is reflected in the overlapping ranges of amounts for fees and allowances in the determination which follows.*
83. *In relation to the fees and allowances payable to council members of regional local governments, the Tribunal decided that one range was adequate and there was no need to determine ranges particular to the band allocation of the regional local government.*

84. *The determination of amounts for reimbursement of expenses for local government council members presented particular challenges for the Tribunal. Regulations provide significant discretion for local governments to approve expenses for reimbursement and the Tribunal found that there were at least 29 different types of approved expenses. The Tribunal considered that the fundamental principle for reimbursement of expenses was that council members should not be out of pocket for properly incurred expenses that enabled them to fulfil their duties as council members. Nevertheless, the Tribunal did not wish that reimbursement of expenses should be a means by which council members could profit from their office or top up fees and allowances already paid. Consequently, the Tribunal has determined wherever possible that actual amounts of expenses shall be reimbursed.*
85. *Where an annual allowance in lieu of reimbursement of expenses has been determined, the Tribunal decided that it should be a nominal amount of \$50 and any approved expense beyond this amount could be reimbursed up to the actual amount of the expense in accordance with the LG Regulations. If the Tribunal were to determine a higher amount for an annual expense allowance, it would be payable under the LG Regulations to all council members of any applicable local government regardless of the expenses incurred. The Tribunal did not consider that to be consistent with its fundamental principle for reimbursement of expenses.*
86. *In concluding this, the first determination of the Tribunal with respect to local government council members, the members of the Tribunal would like to acknowledge all those who generously shared their wealth of knowledge and experience, whether in person or by written submissions. During the course of the inquiry, the Tribunal became acutely aware of the great variety of experiences of council members and the huge impact that local governments have on the good governance of Western Australian communities. The Tribunal also wishes to thank Ms Jenny Mathews, Director General of the Department of Local Government, for the invaluable advice and assistance provided in person and by her staff. Special thanks should also go to Mr Paul Evans, State Solicitor, and Mr Geoff Lawn, Senior Parliamentary Counsel, for their discerning advice and the astute insight which they provided to the Tribunal. The Tribunal also expresses its appreciation to the Executive Officer and his team for the research and dedication that has enabled the compilation of this determination.*
87. *The Tribunal will monitor the outcome of this determination closely and will make adjustments as necessary.”*

(underlining added)

Previous City of Vincent Council Decision:

At the Ordinary Meeting of the Council held on 5 June 2007, the Council approved the Policy No. 4.2.7 – “Council Members Allowance, Fees and Re-imbusement of Expenses”. The Policy has been reviewed and amended at the Ordinary Meeting of Council held on 12 May 2009, 28 September 2010, 19 April 2011 and 8 November 2011 whereby the Council resolved as follows:

“COUNCIL DECISION ITEM 9.4.4

That the Council APPROVES BY AN ABSOLUTE MAJORITY the financial support that will be provided to Council Members through the payment of allowances, fees and reimbursement of expenses incurred and insurance cover while performing their official functions and duties of office, as detailed in the amended draft Policy No. 4.2.7 – “Council Member - Allowances, Fees and Re-imbusement of Expenses”, to allow for a Telecommunication Allowance and an Information Technology Allowance and other minor amendments, as shown in Appendix 9.4.4, subject to clauses 3.1(c) and 3.2(c) of the Policy being amended as follows:

1. *Clause 3.1(c):*

“(c) In recognition of possible capital costs associated with telecommunications expenses, payment will be made as follows:

- 50% to be paid in the month of October; and*
- 50% to be paid in the month of April.”*

2. *Clause 3.2(c):*

“(c) In recognition of possible capital costs associated with information technology expenses, payment will be made as follows:

- 50% to be paid in the month of October; and*
- 50% to be paid in the month of April.”*

DETAILS:

The Determination is effective from 1 July 2013.

There will be an increase in the amount of fees, expenses or allowance which maybe paid under the Local Government Act to Elected Council Members, as the minimum amounts exceed the current maximum prescribed amounts that is (Councillors Attendance Fees will increase from the current maximum of \$7,000 to the minimum \$14,500 or a maximum of \$22,000 and the Mayors annual attendance fee will increase from the current maximum of \$14,000 to the minimum of \$14,500 or a maximum of \$29,500).

The main changes are as follows:

Annual Meeting Attendance Fees In Lieu Of Council Meeting and Committee Meeting Attendance Fees – Local Governments

Councillors:

| Local Government Band | Minimum | Maximum |
|-----------------------|----------|----------|
| 1 | \$24,000 | \$30,000 |
| 2 (City of Vincent) | \$14,500 | \$22,000 |
| 3 | \$7,500 | \$15,500 |
| 4 | \$3,500 | \$9,000 |

Mayor/President:

| Local Government Band | Minimum | Maximum |
|-----------------------|----------|----------|
| 1 | \$24,000 | \$45,000 |
| 2 (City of Vincent) | \$14,500 | \$29,500 |
| 3 | \$7,500 | \$24,000 |
| 4 | \$3,500 | \$18,500 |

Chief Executive Officer's Comment:

The SAT has determined that the minimum Annual Attendance Fees for Councillors will be increased from the current \$7,000 to a minimum of \$14,500 and up to a maximum of \$22,000.

After considering a range of factors, the Chief Executive Officer recommends that the maximum allowance be paid. These factors include, but are not limited to the following:

1. the current numerous hours and heavy workload required to fulfill the role of Councillor;
2. the role and responsibilities of Council Members - which is considered to be demanding;
3. benchmark with allowances paid to Council Members in other States – which indicates that Western Australia are amongst the lowest in Australia;
4. Fees paid to Chairpersons and Members on State Government Boards and Committees; and
5. the increased amounts may encourage more ratepayers to nominate for the position of Councillor/Mayor; and
6. the decisions by other similar Local Governments who have already approved payment of the maximum allowances – for example to date - City of Subiaco, Town of Cambridge, Town of Victoria Park, City of Perth and City of Joondalup.

| The financial impact will be as follows: | |
|--|--|
| Amount | Financial Difference – for 8 Councillors |
| Minimum \$14,500 | \$60,000 |
| Maximum \$22,000 | \$120,000 |

Annual Allowance for a Mayor or President:

| Local Government Band | Minimum | Maximum |
|-----------------------|----------|----------|
| 1 | \$50,000 | \$85,000 |
| 2 | \$15,000 | \$60,000 |
| 3 | \$1,000 | \$35,000 |
| 4 | \$500 | \$19,000 |

Chief Executive Officer's Comment:

The SAT has determined that the minimum Annual Attendance Fee for the Mayor will be increased from the current \$14,000 to a minimum of \$14,500 and up to a maximum of \$29,500.

After considering a range of factors, the Chief Executive Officer recommends that the maximum allowance be paid. These factors include but not limited to the following:

1. the current numerous hours and heavy workload required to fulfill the role of Mayor;
2. the role and responsibilities of the Mayor - which is considered to be very demanding;
3. benchmark with allowances paid to Mayors in other States – which indicates that Western Australian Mayors are amongst the lowest in Australia;
4. Fees paid to Chairpersons and Members on State Government Boards and Committees; and
5. The decisions by other similar Local Governments who have already approved payment of the maximum allowances – for example to date - City of Subiaco, Town of Cambridge, Town of Victoria Park, City of Perth and City of Joondalup

The impact will be as follows:

| Amount | Financial Difference |
|------------------|----------------------|
| Minimum \$14,500 | \$500 |
| Maximum \$29,500 | \$15,500 |

Annual Allowance Instead Of Reimbursement for Particular Expenses – Information And Communications Technology [ICT expenses]

The former Information Technology Allowance and Communication Allowance have been combined into a single ICT allowance. The maximum amount is \$3,500. (This is \$900 above the current maximum prescribed amounts). It should be noted that the City's Policy currently prescribes that the maximum allowance is to be paid.

Recommended Changes to City of Vincent Policy

The following changes to the Policy are recommended:

1. Telecommunications and Information Technology Allowances

It is recommended that Clause 3.1 and 3.2 be deleted and replaced with a new Clause 3.1 – Information and Communications Technology Allowance, as follows:

3. INFORMATION AND COMMUNICATIONS TECHNOLOGY ALLOWANCE [ICT]

3.1 “ICT expenses” means:

- “(a) rental charges in relation to one telephone and one facsimile machine, as prescribed by regulation 31(1)(a) of the LG Regulations; or
- (b) any other expenses that relate to information and communications technology (for example, telephone call charges and internet service provider fees) and that are a kind of expense prescribed by regulation 32(1) of the LG Regulations;”
- (a) The Council will pay all Council Members an annual ICT Allowance to the maximum amount within the prescribed legislated limit of the *Local Government (Administration) Regulations 1996 – Regulation 31 (1) (a) and 32 (1)*. This Allowance is in lieu of reimbursement of expenses. This Allowance covers the expenses incurred by Council Members in performing a function under the express authority of the Council or in performing a function in the Council Members official capacity.
- (b) The annual ICT Allowance is for all costs relating to:
1. telephone usage (including purchase, rental, plans/contracts and/or payments);
 2. line rental;
 3. call and service charges;
 4. costs for installation of an additional line (if required by the Council Member);
 5. purchase of facsimile machine;
 6. purchase of mobile phone, (and any replacements) and extra telephone lines or call costs;
 7. maintenance, servicing and replacement of any telecommunication equipment; and
 8. all consumables associated with Telecommunication equipment/facilities use whilst performing the functions as a Council Member.
 9. computers, laptops and associated printers (purchase or lease);
 10. internet connection, hardware (purchase or lease), associated service charges, costs of usage including downloads relating to Council business;
 11. maintenance, servicing and replacement of any information technology equipment;
 12. any additional software; and
 13. all consumables associated with Information Technology equipment/facilities use whilst performing the functions as a Council Member, including but not limited to paper and ink cartridges.
- (c) In recognition of possible capital costs associated with ICT expenses, payment will be made as follows:
- 50% to be paid in the month of October; and
 - 50% to be paid in the month of April.
- (d) Any claims by Council Members for expenses incurred over the maximum annual ICT Allowance detailed in clause (b) above are to be submitted on the Reimbursement of Expenses Claim Form. Additional claims above the maximum limit must be supported by receipted invoices for the maximum limit and the additional amounts claimed. Where a Council Member reaches the limit, all claims for reimbursement shall be referred to the Council for approval.
- (e) This Allowance is in addition to any laptop, tablet and/or printer which is approved by the Council to enable the Council Member to fulfil their role. Any equipment (including software) provided by the City will be repaired, serviced, maintained and/or replaced by the City. Consumables for this equipment, such as paper and ink cartridges will also be paid by the City. The City will retain ownership of any equipment provided under this clause.

OTHER MATTERS

Travel

The main change to this section relates to the deletion of the Local Government Industry Award and insertion of the Public Service Award 1992 issued by the West Australian Industrial Relations.

Chief Executive Officer's Comment:

The cost difference will be minimal as the prescribed rates in the two Awards are very similar.

Child Care Costs

The main change to this section relates to capping the maximum amount to be reimbursed at \$25.00 (the City indexed amount is currently \$22.60).

Training

Whilst the Tribunal made comments about training for Elected Council Members and providing an incentive for those who receive training to be paid an increased amount, the Tribunal advised that it would monitor the situation and no change has been proposed at this stage.

Insurance

The Tribunal made no specific recommendations concerning insurance. Therefore no change is recommended to the City's Policy.

Stationery and Consumables

The Tribunal made no specific recommendations concerning stationery and consumables. Therefore no change is recommended to the City's Policy.

Miscellaneous expenses and entitlements

The Tribunal made no specific recommendations concerning miscellaneous expenses and entitlements. It is recommended that the City's Policy be amended (Clause 9(b)) to allow a modest amount which may be spent on corporate apparel. This includes but is not limited to the following:

| | |
|---------|---|
| MALES | Jacket, trousers, business shirt, tie, belt, hat etc. |
| FEMALES | Jacket, skirts, pants, blouses, scarf, belt hat etc. |

Chief Executive Officer Comment:

It is recommended that minor changes be made to miscellaneous expenses and entitlements, on the basis that there is no additional cost as detailed below:

Clause 9 (a) allows for a Council Member to claim dry cleaning expenses, to a value of \$167 (per financial year) – it is recommended this be reduced to \$120 per annum.

Clause 9 (b) allows for the hire of a dinner suit for males and a hire of a formal dress for females when required to attend official Council functions, to a maximum of \$167 per year. It is recommended that this expense be amended to also include the purchase of apparel, - however the maximum to be \$275.

Clause 9 (c) allows for a Council Member to purchase office furniture, to value of \$807 (one of during each four (4) year term) – it is recommended this be reduced to \$700 per four (4) year term.

Clause 9 (d) allows for a Council Member to purchase a brief case/satchel, to a maximum value of \$167 (one of during each four (4) year term) – it is recommended this be reduced to \$80 per four (4) year term.

In addition a minor increase from the number of Christmas cards from 50 to 100 for the Councillors.

CONSULTATION/ADVERTISING:

In recent years It has been the Council's practice not to advertise for public comment the amendment to this Policy (the last occasion it was advertised for public comment was May 2003).

The Chief Executive Officer recently sent an email to all council Members on 19 June 2013 seeking their comments by Wednesday 26 June 2013. The comments received varied as to the amount that should be paid, ranging from the maximum to the minimum and several in-between.

Other Local Governments

A number of Local Governments have already approved of the maximum amounts to be paid. eg: Towns of Cambridge, Victoria Park and City of Joondalup, City of Perth and City of Subiaco.

LEGAL/POLICY:

Policy No. 4.2.7 – Council Members – Allowances, Fees and Re-imbusement of Expenses

It is recommended that the Policy be amended to pay the maximum amount allowable to be claimed for annual meeting Attendance fees and the Mayoral Allowance. Research has revealed that other similar Local Governments include this in their Policy, eg: Towns of Cambridge, Victoria Park and City of Joondalup.

The Local Government Act 1995

The Local Government Act 1995 provides that a Member has a legal right to be reimbursed for rental on one telephone line and one facsimile line and in addition, can claim child care costs incurred whilst attending to Council business.

The Local Government (Administration) Regulations also provide:

“The extent to which an expense can be reimbursed is the actual amount, verified by sufficient information”.

The above criteria must be met before any reimbursement can be made. That is:

- the Council must first approve the types of expenses which can be reimbursed (and may set limits to these);
- the expense must be incurred in performing a function as a council member;
- reimbursement is limited to the actual expense incurred; and
- the expense must be verified by sufficient information.

Salaries and Allowances Act 1995

The amendment to the Local Government Act now prescribes that the Tribunal will carry out an Annual Review of the salaries and allowances in accordance with S 7B (2) of the Salaries and Allowances Act 1995.

As the matter will be reviewed on an annual basis, a number of consumer price index increases for various reimbursement of expenses in the City's Policy will no longer be required (eg: childcare expenses).

RISK MANAGEMENT IMPLICATIONS:

Low: The risk associated with this Policy is considered low. However, the City will need to closely monitor the Policy to ensure that it meets the needs of the Council Members.

STRATEGIC IMPLICATIONS:

This matter is in keeping with the Strategic Plan 2011 – 2016 Objective 4.1.1 “Develop leadership skills, behaviours and culture that enhance the public image of the City”, “(b) Maintain high standards of Council Member induction, training and knowledge”.

SUSTAINABILITY IMPLICATIONS:

Not applicable.

FINANCIAL/BUDGET IMPLICATIONS:

The costs associated with this Policy are included in the Annual Budget 2013/2014. However as the Determination was published on the 19 June 2013, which was after the Council had adopted the draft Budget 2013/2014, the Council should approve of the increase in allowances, fees and re-imbursements of expenses, and an adjustment of the draft budget should be made.

The City’s Annual Budget 2013/2014 currently contains the following fees, allowances and reimbursement of expenses, In the event of the Council approving any increases, the following is the impact on the draft 2013/2014 budget;

| Council Member Salaries and Allowances Tribunal | | | |
|--|-----------------|---------|------------------|
| Councillors Meeting Fees | | | |
| Current | \$7,000 | | \$7,000 |
| Minimum | \$14,500 | Maximum | \$22,000 |
| Difference | \$7,500 | | \$15,000 |
| Financial Impact | 7500 x 8 | | \$15,000x8 |
| | \$60,000 | | \$120,000 |
| Mayoral Meeting Fees | | | |
| Current | \$14,000 | | \$14,000 |
| Minimum | \$14,500 | Maximum | \$29,500 |
| Difference | \$500 | | \$15,500 |
| Financial Impact | \$500 | | \$15,500 |
| Deputy Mayors Allowance | | | |
| Current | \$12,000 | | \$12,000 |
| *25% of Mayoral Allowance | \$15,000 | | \$15,000 |
| Financial Impact | \$3,000 | | \$3,000 |
| Mayoral Allowance | | | |
| Current | | | \$60,000 |
| Minimum | \$15,000 | Maximum | \$60,000 |
| Financial Impact | | | Nil. |
| Information Technology Allowance | | | |
| | \$2,400* | Maximum | \$3,500* |
| Communications Allowance | | | |
| | \$1,000* | | * |
| Financial Impact | | | \$100x9 |
| | | | \$900 |
| Total Impact on Budget | \$63,500 | | \$139,400 |

*Combined into one Allowance.

Funding Source

In the event that the Council approves of any amendments to its Policy, it is recommended that no increase in rates be made and no increases to the Draft Budget be made and that the additional funds required be identified at the mid-year Budget review to be held in early 2014.

COMMENTS:

The amendments to the Local Government Act now require the Tribunal to consider and determine the fees, allowances and expenses to be made to Council Members on an annual basis.

As can be seen in the report, the increases to the amounts are significant, however it should be noted there has been no increase since 2005, when the last adjustments were made.

Whilst it is acknowledged that there are varying views as to what is an appropriate amount, for the fees and allowances, the Chief Executive Officer is of the view that the maximum amount is supported when considering the contribution made by a Council Member in their respective roles. It is acknowledged that the workload for an individual Council Member varies, depending on the time of year and the issues prevailing at the time and that individual Council Members also spend varying amounts of time. In addition, the increased amounts may increase in the number of Electors nominating for Councillor/Mayor – which may ultimately be more beneficial to the Local Government. However, overall the workload for a Council Member is significant and very demanding and accordingly the maximum is recommended.

A number of Local Governments have already approved of the maximum amounts to be paid. eg: Towns of Cambridge, Victoria Park and City of Joondalup, City of Perth and City of Subiaco. Anecdotal information has revealed that it is anticipated that other Local Governments will adopt a similar position.

Accordingly, approval of the Officer Recommendation is requested.

7.2 Adoption of the City of Vincent 2013/14 Annual Budget

| | | | |
|-----------------------------|--|------------------|--------------|
| Ward: | Both | Date: | 28 June 2013 |
| Precinct: | All | File Ref: | FIN0025 |
| Attachments: | Nil | | |
| Tabled Items: | Annual Budget - 2013/2014 | | |
| Reporting Officer: | M Rootsey, Director Corporate Services | | |
| Responsible Officer: | John Giorgi, Chief Executive Officer | | |

OFFICER RECOMMENDATION:

That the Council **APPROVES BY AN ABSOLUTE MAJORITY;**

1. BUDGET:

To **ADOPT** in accordance with Section 6.2(1) of the Local Government Act 1995 the City of Vincent Annual Budget 2013/14 for the year ending 30 June 2014, as distributed with this Agenda, "Tabled Item" and incorporating the:

- 1.1 **Statutory Budget, Significant Accounting Policies and Schedule Notes, as shown in Section 4 of the Annual Budget;**
- 1.2 **Reserve Fund Budget, as shown in Section 4 of the Annual Budget;**
- 1.3 **Capital Works Budget, as shown in Section 5 of the Annual Budget;**
- 1.4 **Operating Budget, as shown in Section 6 of the Annual Budget; and**
- 1.5 **Schedule of Fees and Charges, as shown in Section 8 of the Annual Budget;**

2. RATES:

To **IMPOSE**, in accordance with Section 6.32(1) and 6.35 of the Local Government Act 1995:

- 2.1 **a General Rate of 6.995 cents to be applied to all rateable property in the City of Vincent for the year ending 30 June 2014; and**
- 2.2 **a Minimum Rate of \$681 in respect of any rateable property within the City for the year ending 30 June 2014;**

3. RATE PAYMENT OPTIONS:

To **ADOPT**, in accordance with Section 6.45(3) of the Local Government Act 1995, the following payment dates for payment of rates by instalments:

| | INSTALMENT | DATE |
|-----|----------------------------------|------------------------|
| (a) | Due Date/First instalment | 26 August 2013 |
| (b) | Second instalment | 28 October 2013 |
| (c) | Third instalment | 3 January 2014 |
| (d) | Fourth instalment | 7 March 2014 |

4. INSTALMENT AND ARRANGEMENTS ADMINISTRATION FEES AND INTEREST CHARGES:

To IMPOSE:

- 4.1 a charge of \$11.00 per instalment for payment of rates by instalments, to apply to the second, third and fourth instalment, in accordance with Section 6.45(3) of the Local Government Act 1995 and Regulation 67 of the Local Government (Financial Management) Regulations 1996; and**
- 4.2 an interest rate of 5.5% on instalments, to apply to the second, third and fourth instalment in accordance with Section 6.45(3) of the Local Government Act 1995 and Regulation 68 of the Local Government (Financial Management) Regulations 1996;**

5. LATE PAYMENT INTEREST ON OVERDUE RATES AND AMOUNTS:

To IMPOSE an interest rate of 11% per annum, calculated daily from the due date and continues until the date of payment on overdue:

- 5.1 rates in accordance with Section 6.51(1) of the Local Government Act 1995 and Regulation 70 of the Local Government (Financial Management) Regulations 1996; and**
- 5.2 amounts due to the City in accordance with Section 6.13 of the Local Government Act (1995);**

Excluded are deferred rates, instalment current amounts not yet due under the four (4) payment options, registered pensioner portions and current government pensioner rebate amounts;

6. RUBBISH CHARGE:

To ADOPT pursuant to the provisions of Division 5 of Part IV of the Health Act 1911, (as amended) a rubbish charge of \$280 per 240 litre bin per annum for a weekly service for all non rateable properties receiving the service;

7. REPORTING OF BUDGET VARIANCES:

To ADOPT the monthly reporting variance for the 2013/14 financial year of 10% on items more than \$10,000, in accordance with the Local Government Act and Regulations No. 34 and 35 of the Local Government (Financial Management) Regulations 1996;

8. GROSS RENTAL VALUATIONS:

To RECORD the gross rental valuations as supplied by the Valuer General totalling \$354,745,145 in the Rate Book for use in the 2013/14 financial year; and

9. TRANSFER OF BUDGET 2012/2013 SURPLUS:

To:

- 9.1 TRANSFER the Budget 2012/2013 Surplus to the Capital Reserve to fund future capital works;**
- 9.2 NOTE that the amount transferred to the Reserve Fund will be adjusted in the finalisation of the 2012/2013 annual accounts; and**
- 9.3 AUTHORISES the Chief Executive Officer to make the necessary adjustment after the finalisation of the 2012/2013 annual accounts.**

Moved Cr Maier, Seconded Cr Topelberg

That the recommendation be adopted.

The Presiding Member Mayor Hon. Alannah MacTiernan requested the Mover and the Seconded to consider including her proposed amendment as part of the Substantive Motion.

The Mover and Seconded both agreed.

Cr Topelberg requested that the figures for Council Member Allowances, Fess and Reimbursements and the Capital Reserve Fund be amended to reflect the increased amount as approved at Agenda Item 7.1.

That the recommendation be adopted subject to the following:

That the Council APPROVES BY AN ABSOLUTE MAJORITY;

1. BUDGET:

To ADOPT in accordance with Section 6.2(1) of the Local Government Act 1995 the City of Vincent Annual Budget 2013/14 for the year ending 30 June 2014, as distributed with this Agenda, "Tabled Item" and incorporating the:

- 1.1 Statutory Budget, Significant Accounting Policies and Schedule Notes, as shown in Section 4 of the Annual Budget;
- 1.2 Reserve Fund Budget, as shown in Section 4 of the Annual Budget;
- 1.3 Capital Works Budget, as shown in Section 5 of the Annual Budget;
- 1.4 Operating Budget, as shown in Section 6 of the Annual Budget; and
- 1.5 Schedule of Fees and Charges, as shown in Section 8 of the Annual Budget,

subject to the following amendments;

| <u>Item No</u> | <u>Page No</u> | <u>Description</u> | <u>Original Amount</u> | <u>Revised Amount</u> |
|----------------|----------------|--|------------------------|-----------------------|
| 1 | - | Mt Hawthorn Town Centre Works | \$0 | \$15,000 |
| 2 | 84 | Design Advisory Committee – Members Fees | \$40,000 | \$55,000 |
| 3 | 97 | Valuation expenses – Consultancy for Valuation of City Buildings | \$55,000 | \$30,000 |
| 4 | - | Regional Development Australia Fund Round Five – (Project to be approved at Ordinary Meeting of Council to be held on 9 July 2013) | \$0 | \$76,347 |

5. An amount of \$690,000 be taken from the Cash Reserves and be allocated as follows:

| <u>Item No</u> | <u>Page No</u> | <u>Description</u> | <u>Revised Amount</u> |
|----------------|----------------|---|------------------------------------|
| 5.1 | - | Council Members Allowances, Fees and Reimbursement of Expenses – Additional monies to cover increased amounts | \$135,000 \$139,400 |
| 5.2 | - | Capital Reserve Fund * | \$555,000* \$550,600 |

*The Council to determine at a subsequent meeting how these funds are to be used.

Debate ensued.

**MOTION AS AMENDED PUT AND CARRIED UNANIMOUSLY
BY AN ABSOLUTE MAJORITY (7-0)**

(Cr Buckels and Cr McGrath were on approved leave of absence.)

The Presiding Member thanked Director Corporate Services, Mr Rootsey, the Chief Executive Officer, the Directors and the Councillors for all their hard work in preparing the Budget 2013/2014.

COUNCIL DECISION ITEM 7.2

That the Council APPROVES BY AN ABSOLUTE MAJORITY;

1. BUDGET:

To ADOPT in accordance with Section 6.2(1) of the Local Government Act 1995 the City of Vincent Annual Budget 2013/14 for the year ending 30 June 2014, as distributed with this Agenda, "Tabled Item" and incorporating the:

- 1.1 Statutory Budget, Significant Accounting Policies and Schedule Notes, as shown in Section 4 of the Annual Budget;
- 1.2 Reserve Fund Budget, as shown in Section 4 of the Annual Budget;
- 1.3 Capital Works Budget, as shown in Section 5 of the Annual Budget;
- 1.4 Operating Budget, as shown in Section 6 of the Annual Budget; and
- 1.5 Schedule of Fees and Charges, as shown in Section 8 of the Annual Budget,

subject to the following amendments;

| Item No | Page No | Description | Original Amount | Revised Amount |
|---------|---------|--|-----------------|----------------|
| 1 | - | Mt Hawthorn Town Centre Works | \$0 | \$15,000 |
| 2 | 84 | Design Advisory Committee – Members Fees | \$40,000 | \$55,000 |
| 3 | 97 | Valuation expenses – Consultancy for Valuation of City Buildings | \$55,000 | \$30,000 |
| 4 | - | Regional Development Australia Fund Round Five – (Project to be approved at Ordinary Meeting of Council to be held on 9 July 2013) | \$0 | \$76,347 |

5. An amount of \$690,000 be taken from the Cash Reserves and be allocated as follows:

| Item No | Page No | Description | Revised Amount |
|---------|---------|---|----------------|
| 5.1 | - | Council Members Allowances, Fees and Reimbursement of Expenses – Additional monies to cover increased amounts | \$139,400 |
| 5.2 | - | Capital Reserve Fund * | \$550,600 |

*The Council to determine at a subsequent meeting how these funds are to be used.

2. RATES:

To IMPOSE, in accordance with Section 6.32(1) and 6.35 of the Local Government Act 1995:

- 2.1 a General Rate of 6.995 cents to be applied to all rateable property in the City of Vincent for the year ending 30 June 2014; and
- 2.2 a Minimum Rate of \$681 in respect of any rateable property within the City for the year ending 30 June 2014;

3. RATE PAYMENT OPTIONS:

To ADOPT, in accordance with Section 6.45(3) of the Local Government Act 1995, the following payment dates for payment of rates by instalments:

| | INSTALMENT | DATE |
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| (a) | Due Date/First instalment | 26 August 2013 |
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4. INSTALMENT AND ARRANGEMENTS ADMINISTRATION FEES AND INTEREST CHARGES:

To IMPOSE:

- 4.1 a charge of \$11.00 per instalment for payment of rates by instalments, to apply to the second, third and fourth instalment, in accordance with Section 6.45(3) of the Local Government Act 1995 and Regulation 67 of the Local Government (Financial Management) Regulations 1996; and
- 4.2 an interest rate of 5.5% on instalments, to apply to the second, third and fourth instalment in accordance with Section 6.45(3) of the Local Government Act 1995 and Regulation 68 of the Local Government (Financial Management) Regulations 1996;

5. LATE PAYMENT INTEREST ON OVERDUE RATES AND AMOUNTS:

To IMPOSE an interest rate of 11% per annum, calculated daily from the due date and continues until the date of payment on overdue:

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- 5.2 amounts due to the City in accordance with Section 6.13 of the Local Government Act (1995);

Excluded are deferred rates, instalment current amounts not yet due under the four (4) payment options, registered pensioner portions and current government pensioner rebate amounts;

6. RUBBISH CHARGE:

To ADOPT pursuant to the provisions of Division 5 of Part IV of the Health Act 1911, (as amended) a rubbish charge of \$280 per 240 litre bin per annum for a weekly service for all non rateable properties receiving the service;

7. REPORTING OF BUDGET VARIANCES:

To **ADOPT** the monthly reporting variance for the 2013/14 financial year of 10% on items more than \$10,000, in accordance with the Local Government Act and Regulations No. 34 and 35 of the Local Government (Financial Management) Regulations 1996;

8. GROSS RENTAL VALUATIONS:

To **RECORD** the gross rental valuations as supplied by the Valuer General totalling \$354,745,145 in the Rate Book for use in the 2013/14 financial year; and

9. TRANSFER OF BUDGET 2012/2013 SURPLUS:

To:

9.1 TRANSFER the Budget 2012/2013 Surplus to the Capital Reserve to fund future capital works;

9.2 NOTE that the amount transferred to the Reserve Fund will be adjusted in the finalisation of the 2012/2013 annual accounts; and

9.3 AUTHORISES the Chief Executive Officer to make the necessary adjustment after the finalisation of the 2012/2013 annual accounts.

PURPOSE OF REPORT:

To present the Annual Budget 2013/2014 to the Council for adoption.

BACKGROUND:

The City's Administration, in conjunction with the Council Members, have prepared the Budget for 2013/2014. This is in keeping with the Strategic Community Plan (Plan for the Future), the Council's Strategic Plan (2011 – 2016) and adopted Annual Plan – Works Programs 2013/2014.

A Briefing Session on the Draft Budget 2013/2014 for Council Members was held with the City's Senior Officers on Tuesday 7 May 2013.

A Special Council Meeting was held to discuss the Draft Budget 2013/14 on the 21 May 2013.

At the Special Council Meeting held on 21 May 2013 the Draft Budget 2013/2014 was adopted in principle to be advertised for community consultation as follows:

“That the Council:

1. APPROVES IN PRINCIPLE the Draft Budget 2013/2014 as tabled, subject to the following amendments:

1.1 That the wording on the following pages be changed as indicated;

| <i>Page</i> | <i>Description</i> |
|-------------|---|
| 1.2 | <i>Beaufort Street Upgrade Stage 3 - Justification to read Upgrade of "Beaufort Street third stage"</i> |
| 1.2 | <i>Public Art should state location as "North Perth"</i> |
| 1.5 | <i>Skate ramp Charles Veryard – should state "Location to be determined"</i> |

| Page | Description |
|------|---|
| 1.6 | "Mt Hawthorn – Design and Construct Water Playground" Should be "Mt Hawthorn/Leederville" |
| 1.6 | Nature Playground – Location to be determined Justification: Initial nature playground to be installed at a location to be determined as part of the City's commitment to <u>child development</u> and environmental sustainability |
| 4.1 | Parking Funded Sustainable Transport Initiatives – correct title |
| 5.1 | Town Centre Public Art to state location as "Leederville" |
| 11 | Feasibility Community Bus to read "Community Bus Public Transport" |

1.2 That the following budget changes be made;

| Page | Description |
|-----------|---|
| 1.1 | Traffic control signals Vincent Street entrance to Beatty Park \$280,000 – Remove from Budget. <ul style="list-style-type: none"> • Leave allocation for \$30,000 for investigation for traffic matters. • Include funds for new Director Major Projects position – 12 month contract, approximately \$210,000 |
| 1.11 | Delete Robertson Park Self Cleaning Toilet - \$160,000 Insert – upgrade toilet at Halverson Hall for Public use - \$45,000 from muni and \$20,000 carry forward amount |
| 2.1 | Economic Development Strategy implementation actions - \$40,000 increase by \$10,000 to \$50,000 Replace initiative on Support Precinct Based Groups to Mainstream & Business Network |
| 1.4 & 2.1 | Combine Miscellaneous Travelsmart Workplace Initiatives \$15,000 on Page 1.4 and Travel Smart – Community Programs \$40,000 on Page 2.1 to form Travelsmart Community Workplace Initiatives - \$55,000 |
| 3.2 | Information Technology iPad for Rangers - \$10,000 to be included in Budget funded from IT Reserve Fund |
| 12 | General Donations to be increased from \$22,000 to \$25,000 |
| 126 | Community Subsidy to HQ Facility increase from \$60,000 to \$65,000. |
| 3 | Meals and Refreshments to increase from \$31,900 to \$40,000 Functions and Receptions to decrease from \$41,200 to \$35,000 |
| 1.2 | Source of funding for Beaufort Street Streetscape upgrade Stage 3 be changed from Cash in Lieu to the Parking Funded City Upgrade Reserve |
| 1.6 | Forrest Park installation of barrier and furniture across the park to be increased from \$50,000 to \$65,000 |

| <i>Page</i> | <i>Description</i> |
|-------------|---|
| 1.12 | <i>Highgate Toy Library Refurbish Storeroom to be reduced from \$25,000 to \$10,000 with \$15,000 to be funded from Carry Forward funds</i> |
| 2.1 | <i>The Household Hazardous Waste Collection Day funding to be increased from \$15,000 to \$45,000 with \$30,000 to be grant funded</i> |
| 1.8 | <i>Mary Street embayed Parking reduced from \$35,000 to \$20,000 with the funding source being changed from Cash in Lieu to Muni</i> |
| 1.13 | <i>That the CEEP funding allocation be reduced by \$45,000 from \$372,000 to \$327,000 and that \$45,000 be funded from Carry Forward funds</i> |
| 1.10 | <i>Increase the On Road cafe budget from \$22,000 to \$30,000 to enable additional cafes to be installed</i> |
| 58 | <i>"Rough Sleepers workshop" be renamed "Rough Sleepers Project"</i> |
| 103 | <i>Leederville Oval recoup be increased by \$27,000 to recover the full cost of electricity</i> |
| 2.2 | <i>That Little Citizens Kindergarten landscaping rear of building be fully funded from grant funding</i> |

1.4 *That a new 'Underground Power Investigations' item be added with a budget of \$30,000 to be funded from the Underground Power Reserve, to develop a long term financial model for the undergrounding of power in the City;*

1.5 *That the Council RECEIVES a report on the possibility of using any surplus funds from the 2012/2013 Operating Budget to reduce the 2013/2014 funding requirement;*

2. *ADVERTISES the Draft Budget 2013/2014 for public comment for a period of fourteen (14) days and further considers any submissions received; and*

3. *NOTES that a second Budget Special Council Meeting is not required."*

DETAILS:

1. Overview

This year's Annual Budget 2013/14 provides for a comprehensive range of projects and programmes for the Vincent community.

This budget has been prepared in line with the objectives outlined in the Council's Strategic Community Plan 2011 – 2021 "*Plan for the Future*". It includes a proposed rate increase which takes into account the current inflation rates and the Local Government Cost Index.

Capital Works Programme

The Capital Works Programme includes a number of building projects in the City. This year's building budget includes the following projects:

- Anzac Cottage – refurbishment;
- Banks Reserve Pavillion – refurbishment of courtyard and amenities;
- Birdwood Square Pavillion – external and internal upgrade;
- Cheriton Street Property – refurbishment;
- Halverson Hall –toilet upgrade; and
- Loton Park Tennis Club – removal of asbestos and toilet upgrade.

Infrastructure Works Programme

The Infrastructure Works Programme for this year has been prepared to provide a wide range of works to meet the community requirements and to ensure that the budgeted funds are allocated responsibly to maintain and upgrade the City's infrastructure.

Traffic Management Projects

A number of important Traffic Management projects that have been allocated funding in this year's budget including:

- Banks Reserve;
- Carr/Strathcona Street Intersection; and
- Florence Street.

Streetscape Improvements

This year the City has allocated funds to undertake a number of exciting Streetscape Improvements at the following locations:

- Beaufort Streetscape Upgrade Stage 3;
- Beaufort Street – additional trees/shrubs, paving and street furniture;
- Leederville Town Centre – Streetscape and Park enhancement;
- Monger/Money Street – trees; and
- Town Centre – public art work, North Perth.

Roads

The City continues to receive grant funding from both the State and Federal Government through Main Roads, Black Spot and Roads to Recovery submissions. This year projects have a value of \$1,616,620.

Footpath Replacement Programme

This is the penultimate year of the sixteen year Footpath Replacement Programme, the majority of the ranked as "poor" paths being replaced as the programme nears completion.

Parks and Open Space

This year's budget includes a significant allocation of funds for our open space to maximise the use of our parks and reserves and ensure these areas are of a high quality.

To increase the usage of open space in the area, monies have been allocated for lighting at Charles Veryard and Birdwood Square Reserve.

There are several exciting Park Development projects to be undertaken this financial year.

The main one is a water playground at a location to be determined in Mount Hawthorn, following on from the very successful one in Hyde Park.

Funds have also been included for the City's first Nature Playground. The location for this is yet to be determined.

Monies to resolve the user issues at Forrest Park have been included, together with funds to upgrade Wade Street Reserve.

An allocation has again been made this year to upgrade park furniture installed in the parks and reserve locations in Vincent.

Further significant funds have been provided for the third year of the Eco-zoning Implementation Plan with work to be undertaken at Birdwood Square and Charles/Vincent Street Reserves.

Gully Soakwell Programme

Adding to the significant work undertaken last year, we will continue to upgrade the City's drainage systems, with two (2) streets and the continuation of the Gully Soakwell Programme included in this year's budget for drainage work.

Bicycle Network

To improve the City's Bicycle Network, a shared path in Beatty Park Reserve is proposed. In addition as part of the Greenway Plan a path to Pennant Street has been listed in the budget.

Travel Smart Programme

A number of initiatives have been included on the budget associated with the City's Travel Smart Program.

Sustainability

The City has made a significant investment in Sustainability projects in this budget with a major submission to the Federal Government for CEEP funding to extend geothermal use to the Administration Centre and also a submission for and LGEP grant for the introductions of solar heating system in the City's major properties.

Funds have also been included for more of the highly successful "on-street café's".

The Council has again been cognisant of the rising costs of living for the community as well as ensuring the financial position of the City in setting the rates.

The City proposes to carry out an extensive consultancy for its Waste Management by engaging a specialist company. This will be funded from the Strategic Waste Management Reserve Fund.

2. Key Financial Summary

The key financial features for the 2013/2014 Annual Budget include:

- Increase in the rate in the dollar of 3.92%;
- Rate Revenue required – \$25,222,320;
- Operating Revenue from other sources – \$26,214,761;
- Operating Expenditure – \$48,807,550;
- Depreciation Charges – \$8,985,780;
- New Capital Works Programme – \$9,482,908; and
- New Operating Costs – \$538,500.

An estimated inflation rate of 2.4% (State Consumer Price Index) together with an estimated Local Government Index for 2013/14 has been used as a base in the preparation of this Budget.

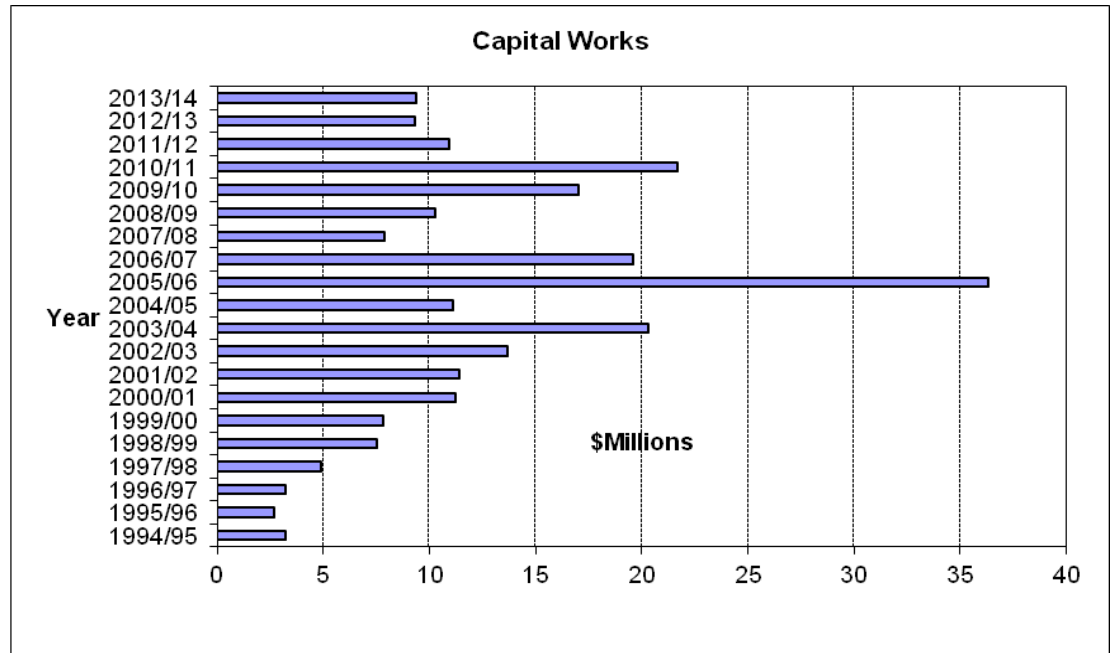
The Salary budgets have been calculated in accordance with the current salaries and increases based on performance and are in accordance with the Local Government Industry Award 2010.

In addition, the provision for the transfer of funds to reserves to minimise the financial impact of future significant projects and the replacement of assets has also be included.

3. Capital Works

The significant items in the Capital Works Programme include:

| | |
|---|-------------|
| Road Works – Rehabilitation | |
| Little Parry Street | \$150,000 |
| Earl Street | \$45,000 |
| Roads to Recovery Programme | |
| Locations to be determined | \$173,115 |
| Black Spot Submissions | |
| Lord Street – Lincoln to Edward Street | \$462,569 |
| William Street – Walcott to Vincent Street | \$313,372 |
| Beaufort Street – Bulwer to Brisbane Street | \$289,708 |
| Newcastle Street – Fitzgerald to Charles Street | \$182,856 |
| Streetscape Improvements | |
| Leederville Town Centre – Streetscape and Park Enhancement | \$1,050,000 |
| Beaufort Street – Streetscape Upgrade Stage 3 | \$200,000 |
| Town Centre – Public Artwork, North Perth | \$100,000 |
| Beaufort Street – Landscaping, Trees and Planting | \$60,000 |
| Monger/Money Street – Trees | \$50,000 |
| Landscaping | |
| Hyde Park – reinstatement | \$100,000 |
| Greening Plan | \$100,000 |
| Birdwood Square, Charles/Vincent Reserve – Eco Zoning | \$30,000 |
| Reticulation | |
| Central Control Irrigation System – connection to additional parks | \$40,000 |
| Britannia Reserve – construction of new groundwater bore | \$35,000 |
| Litis Stadium – construction of new groundwater bore | \$30,000 |
| Parks Development | |
| Mt Hawthorn/Leederville – design and construct water playground | \$385,000 |
| Nature Playground – location to be determined | \$135,000 |
| Charles Veryard Reserve – lighting upgrade | \$120,000 |
| Birdwood Square – lighting upgrade | \$60,000 |
| Wade Street Reserve – redevelopment | \$85,000 |
| Forrest Park – barrier and furniture installation | \$65,000 |
| Parks Furniture and Lighting | |
| Installation of BBQ's and park benches at various locations in accordance with the five (5) year development plan | \$60,000 |
| Drainage | |
| Gully Soakwell Programme | \$75,000 |
| Pier Street – drainage | \$45,000 |
| Car Parking | |
| Mary Street – right angled parking | \$35,000 |
| Mary Street – embayed parking and drop off zone | \$20,000 |
| Miscellaneous | |
| Upgrade street lights – Highgate/Perth area | \$46,000 |
| On street café's – four (4) locations | \$30,000 |



4. Rates

The Annual Budget as prepared estimates a **3.92%** increase in the rate in the dollar to fund the works as included in this budget.

As a result of this, the rate in the dollar has been adjusted to **6.995** cents, with a minimum rate of **\$681** for the 2013/14 financial year.

Rates notices will be scheduled for distribution by **22 July 2013**.

The objective of the minimum rate is to ensure that all ratepayers make at least a reasonable contribution towards the cost of services provided by the City. Without the minimum rate there would be wide range in rate relativities, with some properties with lower gross rental values only paying a fraction of the rates paid on higher valued properties while receiving the same level of service.

The objective of the rate in the dollar of gross rental value is to raise the balance of funding necessary to cover the Budget deficit after adjustment for the yield from the minimum rate.

Payment of Rates

The *Local Government Act (1995)* provides for ratepayers to pay rates by four instalments.

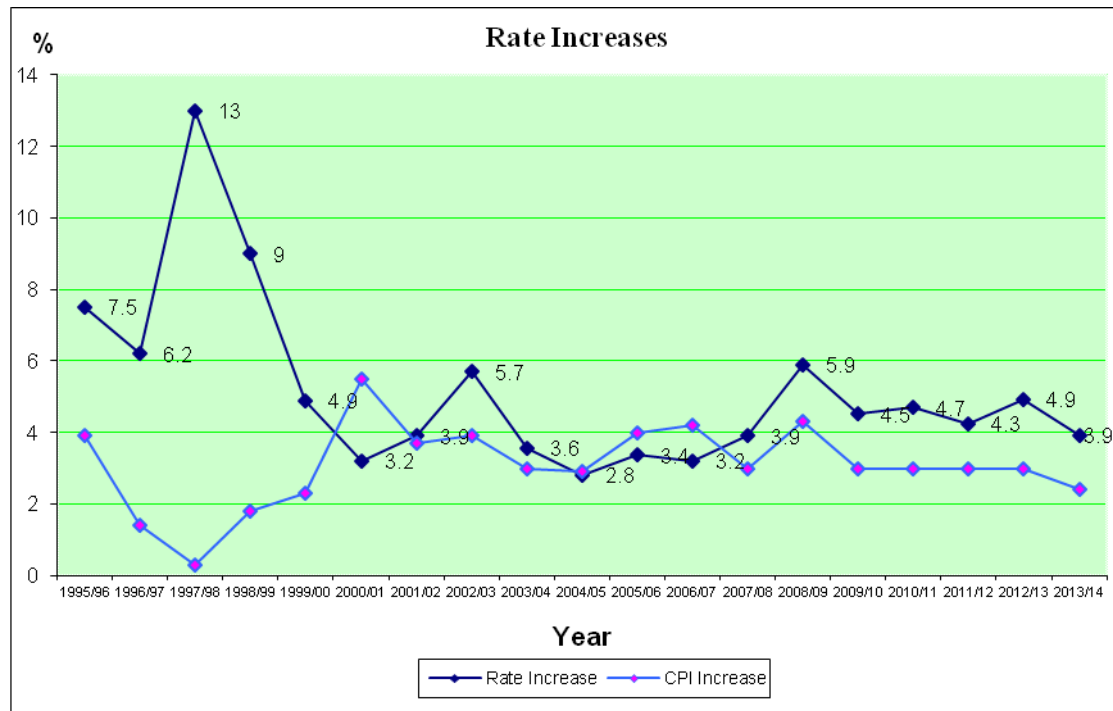
The due dates for each instalment are:

- First Instalment** **26 August 2013**
- Second Instalment** **28 October 2013**
- Third Instalment** **3 January 2014**
- Fourth Instalment** **7 March 2014**

To cover the costs involved in providing the instalment programme, the following charge and interest rates apply:

| | |
|--|-----------------------|
| Instalment Administration Charge (to apply to second, third and fourth instalment) | \$11.00 |
| Instalment Interest Rate | 5.5% per annum |
| Late Payment Penalty Interest | 11% per annum |

Pensioners registered with the City for rate concessions do not incur the above charge or interest.



Rates Incentive Prizes

The City will again provide incentive prizes to encourage the payment of rates in full in the 35 day period:

- 1 x Commonwealth Bank cash prize to the value of \$2,000;
- 1 x two night stay at Pullman Resort, Bunker Bay including breakfast;
- 1 x Traditional High Tea for two at the Esplanade River Suites, South Perth;
- 1 x \$100 voucher for dinner at Amani Wine Bar Leederville;
- 1 x \$50 voucher for lunch/dinner at The Oxford Hotel;
- 5 x \$20 vouchers for Kailis Bros Fish Market and Café Leederville.
- 4 x \$85 tickets to Strauss & Ravel WASO Gala Performance
- 4 x tickets to Midsummer (a play with songs) a preview performance by David Greig & Gordon McIntyre (Black Swan State Theatre Company)
- 1 x 3 month membership to the Loftus Recreation Centre
- 1 x 6 month full membership to Beatty Park Leisure Centre

| RATES COMPARISON 2012/2013 | | | | | | |
|----------------------------|--------------------------|-----------------|---------------------|---------------|------------------------------|-------------|
| Municipality | Residential Rate (Cents) | General Minimum | Residential Rubbish | Other Charges | Total Account on GRV \$21000 | Variation |
| <i>Perth</i> | 3.8980 | 560 | 162 | 116 | 981 | -30.6% |
| <i>Canning</i> | 4.1760 | 477 | 315 | 20.2 | 1192 | -15.7% |
| <i>Claremont</i> | 6.1199 | 1035 | | | 1285 | -9.1% |
| <i>Cottesloe</i> | 6.1811 | 890 | | | 1298 | -8.2% |
| <i>Belmont</i> | 5.3257 | 710 | 250 | | 1368 | -3.2% |
| <i>Stirling</i> | 5.0990 | 709 | 260 | 59 | 1389 | -1.7% |
| <i>Subiaco</i> | 5.5000 | 626 | 240 | | 1395 | -1.3% |
| <i>Vincent</i> | 6.7310 | 624 | | 13.75 | 1414 | 0.0% |
| <i>East Fremantle</i> | 6.7561 | 759 | | | 1419 | 0.4% |

| | | | | | | |
|-------------------------|--------|-------|-------|-------|------|-------|
| <i>Nedlands</i> | 5.3320 | 1060 | 325 | | 1445 | 2.2% |
| <i>Melville</i> | 5.0961 | 625.5 | 374 | | 1444 | 2.2% |
| <i>Joondalup</i> | 5.5167 | 695 | 298 | | 1457 | 3.0% |
| <i>Kalamunda</i> | 5.3626 | 648 | 340 | | 1466 | 3.7% |
| <i>Peppermint Grove</i> | 7.0149 | 970 | | | 1473 | 4.2% |
| <i>Victoria Park</i> | 7.2700 | 800 | | | 1527 | 8.0% |
| <i>Bayswater</i> | 5.5800 | 681 | 294 | 13.75 | 1479 | 4.6% |
| <i>South Perth</i> | 6.2350 | 750 | 220 | 26.5 | 1529 | 8.2% |
| <i>Mosman Park</i> | 6.2695 | 716 | 250 | 13.75 | 1567 | 10.8% |
| <i>Bassendean</i> | 6.9670 | 85 | 198 | | 1661 | 17.5% |
| <i>Cockburn</i> | 4.8590 | 600 | 365 | 474 | 1645 | 16.4% |
| <i>Swan</i> | 6.6140 | 715 | 300.5 | 235 | 1689 | 19.5% |
| <i>Rockingham</i> | 6.5610 | 699 | 320 | 64 | 1698 | 20.1% |
| <i>Cambridge</i> | 6.8103 | 792 | 198 | 80 | 1708 | 20.8% |
| <i>Gosnells</i> | 7.6140 | 784 | 231 | 16.5 | 1830 | 29.5% |
| <i>Wanneroo</i> | 7.3530 | 1010 | 320 | | 1864 | 31.9% |
| <i>Fremantle</i> | 7.0180 | 1014 | 446 | | 1920 | 35.8% |
| <i>Armadale</i> | 8.3580 | 875 | 231 | | 1986 | 40.5% |
| <i>Mundaring</i> | 8.6360 | 800 | 149 | 62 | 2025 | 43.2% |
| <i>Kwinana</i> | 7.8727 | 796 | 390 | | 2043 | 44.6% |

5. New Operating Items

An amount of **\$588,500** has been allocated in the 2013/14 Annual Budget for new operating items, as follows:

A new position of Director Special Projects has been included in the Budget document. It is intended that this will be a twelve (12) month contract.

Statutory Planning has requested funding for the implementation of actions stemming from the Economic Development Strategy. In addition, the Council has requested funds for a review of the Municipal Heritage Inventory be included in this year's budget.

Community Development has requested funds for the projects listed below:

- Art in Vincent Book, this is to showcase the various works of art in Vincent and is to be presented to visitors of the City; and
- New Community Banners for Fitzgerald Street and Scarborough Beach Road.

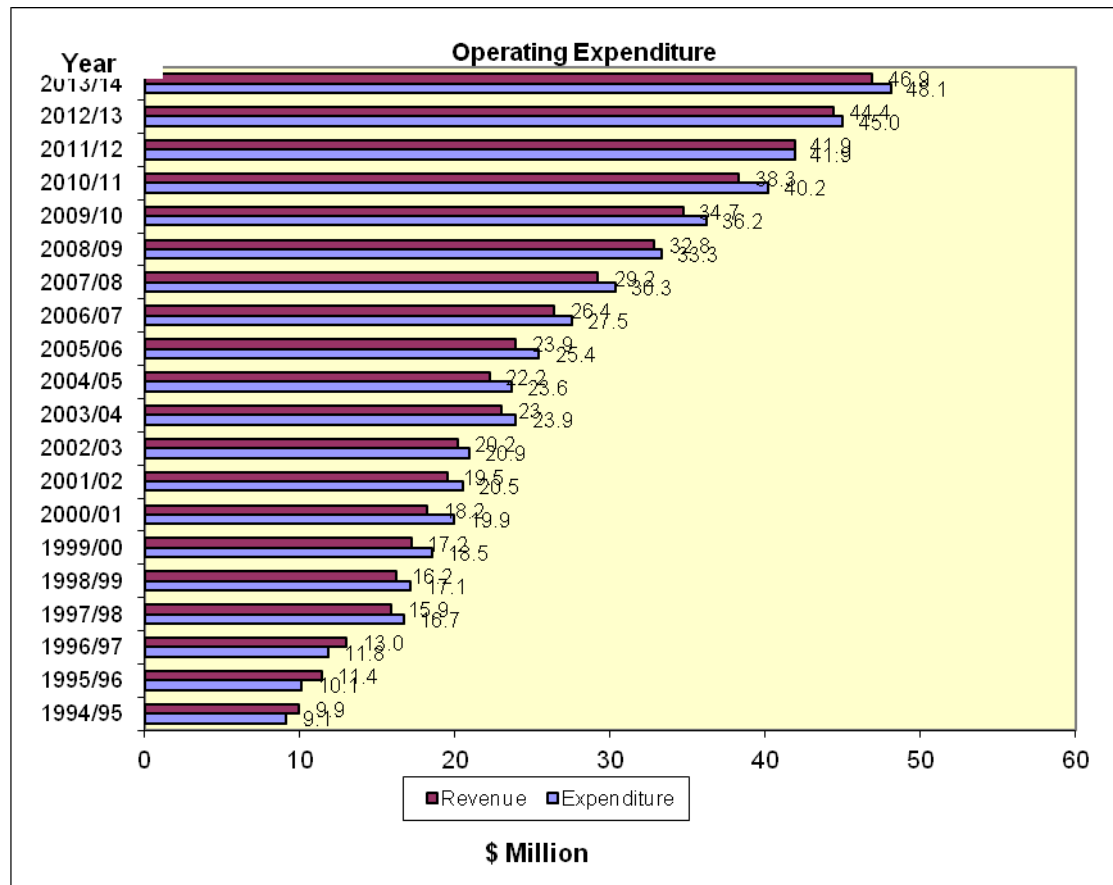
Technical Services

Technical Services has requested funds for the following items:

- Travelsmart – Community Workplace Programs; and
- Money for a Household Hazardous Waste Collection day.

The Specified Maintenance budget this year is to be spent at the following locations:

- Berryman Street Playgroup
- Charles Veryard Pavillion
- 4 View Street
- North Perth Town Hall
- Forrest Park Croquet Club
- Little Citizens Kindergarten
- Litis Stadium
- City of Vincent Library
- Leederville Tennis Club



6. Operating Budget

The increase in the Operating Expenditure is attributed to:

- Increased waste tipping costs
- Beatty Park Leisure Centre redevelopment full year of operation
- Waste costs for Events
- Compliance with Accounting Standards for Fair Value – Asset Management
- Increased number and funding of events/festivals.

The Revenue Budget has been impacted by:

- The effect of lower interest rates on the City investment revenue
- The impact of a lower level of Reserves following the completion of the major projects at Beatty Park Leisure Centre and Hyde Park
- Impact of the new Building Act with private certification reducing building licence revenue
- Increased revenue as a result of a full year of operation of the redeveloped Beatty Park Leisure Centre.

7. Interest on General Debtors

The City of Vincent will impose a late payment penalty of 11% per annum on overdue sundry debtor accounts.

8. Emergency Services Levy

The Fire and Emergency Services Association (FESA) have not yet advised that the rate in the dollar for the 2013/14 financial year for the Emergency Services Levy (ESL).

Residential, Farming and Vacant Land:

Minimum: \$60
Maximum: \$310

Commercial, Industrial and Miscellaneous:

Minimum: \$60
Maximum: \$175,000

9. Reporting Variance 2012/2013

It is a requirement of the Local Government Act Financial Management Regulations, Regulation 34 and 35, that Local Governments adopt the reporting variance amount to be used in a financial year. This should be adopted at the start of the financial year.

The Local Government Department and auditors in the industry have recommended that the reporting variance be adopted as part of the adoption of the Annual Budget.

Last year the Council approved of a variance of 10% on items over \$10,000. It is recommended that these reporting variances are retained for the forthcoming financial year.

CONSULTATION/ADVERTISING:

The Draft Budget 2013/14 was advertised for fourteen (14) days for public comment in accordance with the City's Community Consultation Policy No. 4.1.5.

At the end of the consultation period 18 June 2013, no comments had been received.

LEGAL/POLICY:

The Local Government Act 1995 Section 6.2 requires each local government to prepare and adopt, in the prescribed form and manner, an Annual Budget, prior to 31 August of each year.

STRATEGIC IMPLICATIONS:

The preparation and adoption of the Annual Budget is in keeping with the Council's Plan for the Future - Strategic Plan 2011-2016 - Key Result Area 4.1 *"Provide Good Strategic Decision-Making, Governance, Leadership and Professional Management"*;

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

"(a) Continue to adopt best practise to ensure the financial resources and assets of the City are responsibly managed and the quality of services, performance procedures and processes is improved and enhanced."

RISK MANAGEMENT IMPLICATIONS:

When setting the Annual Budget, the City is exposed to financial risk over the long term if little regard is given to both revenue and expenditure implications beyond the budget period. The City has a long term Strategic Financial Plan which helps to mitigate the long term risks.

SUSTAINABILITY IMPLICATIONS:

The Budget 2013/2014 includes a number of significant sustainability projects during the new financial year.

FINANCIAL/BUDGET IMPLICATIONS:

The Annual Budget outlines the funding for works and services in the City for the financial year ending 30 June 2014.

COMMENTS:

The Annual Budget 2013/14 has been prepared in a variable economic climate. The budget provides a comprehensive programme of works and operations which will allow the City to continue to maintain the existing service levels required. Accordingly, it is recommended that Council adopt the Annual Budget 2013/14.

7. CLOSURE

There being no further business, the Presiding Member, Mayor Hon. Alannah MacTiernan, declared the meeting closed at 6.25pm with the following persons present:

| | |
|-------------------------------|-----------------------------|
| Mayor Hon. Alannah MacTiernan | Presiding Member |
| Cr John Carey | South Ward |
| Cr Roslyn Harley | North Ward |
| Cr Dudley Maier | North Ward |
| Cr John Pintabona | South Ward |
| Cr Joshua Topelberg | South Ward |
| Cr Julia Wilcox | North Ward |
| John Giorgi, JP | Chief Executive Officer |
| Rob Boardman | Director Community Services |
| Mike Rootsey | Director Corporate Services |
| Rick Lotznicker | Director Technical Services |

No members of the Public were present.

Media – Journalists Sara Fitzpatrick and David Bell

These Minutes were confirmed by the Council as a true and accurate record of the Special Meeting of the Council held on 2 July 2013.

Signed:Presiding Member
Mayor Hon. Alannah MacTiernan

Dated this day of 2013