



NOTICE OF SPECIAL MEETING OF COUNCIL

Purpose:

For Council to:

- 1. Consider Adopting the Long-Term Financial Plan 2020 – 2040.**
 - 2. Receive the 2019-2020 Shire of Donnybrook Balingup Annual Report.**
 - 3. Set the date for the Annual General Meeting of Electors.**
-

To be held on

Tuesday 22 December 2020

Commencing at 4.30 pm

Shire of Donnybrook Balingup Council Chamber

Ben Rose
Chief Executive Officer

18 December 2020

Disclaimer

Please note the items and recommendations in this document are not final and are subject to change or withdrawal.

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SHIRE OF DONNYBROOK BALINGUP
SPECIAL COUNCIL MEETING

Tuesday 22 December 2020 at 4.30pm

1 DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

Shire President – Acknowledgment of Country

The Shire President to acknowledge the traditional custodians of the land, the Noongar People, paying respects to Elders, past, present and emerging.

The Shire Present to declare the meeting open.

Shire President - Public Notification of Recording of Meetings

The Shire President advises that the meeting is being digitally recorded to assist with minute taking in accordance with Council Policy 1.25. The Shire President further states the following:

If you do not give permission for your participation to be recorded, please indicate this at the meeting. Members are reminded that no other visual or audio recording of this meeting by any other means is allowed without the permission of the Chairperson.

2 ATTENDANCE

COUNCILLORS	STAFF
Cr Brian Piesse (President)	Ben Rose – Chief Executive Officer
Cr Jackie Massey (Deputy President)	Paul Breman – Executive Manager Corporate and Community
Cr Shane Atherton	Steve Potter – Executive Manager Operations
Cr Anita Lindemann	Jaimee Earl – Minute Taker
Cr Anne Mitchell	
Cr Chaz Newman	
Cr Shane Sercombe	
Cr Chris Smith	
Cr Leanne Wringe	

PUBLIC GALLERY

2.1 APOLOGIES

2.2 APPROVED LEAVE OF ABSENCE

2.3 APPLICATION FOR A LEAVE OF ABSENCE

2.4 REQUEST BY CR MASSEY TO PARTICIPATE BY PHONE

EXECUTIVE RECOMMENDATION

That Council:

1. Approves 74 Myer Road Denmark as a suitable place for the purpose of Regulations 14A(1)(b) and 14A(4).
2. Approves the participation of Cr Massey at the Special Meeting of Council held 22 December 2020 via telephone pursuant to Regulation 14A(1)(c).

3 ANNOUNCEMENTS FROM PRESIDING MEMBER

4 DECLARATION OF INTEREST

Division 6: Sub-Division 1 of the *Local Government Act 1995*. Care should be taken by all Councillors to ensure that a financial/impartiality interest is declared and that they refrain from voting on any matter, which is considered to come within the ambit of the Act.

5 PUBLIC QUESTION TIME

6 REPORTS OF OFFICERS

6.1 DRAFT LONG TERM FINANCIAL PLAN 2020 - 2040

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	N/A
Author	Maureen Keegan, Manager Executive Services
Responsible Manager	Ben Rose, Chief Executive Officer
Attachments	6.1 (1) – LTFP 2020-2040
Voting Requirements	Absolute Majority

Recommendation
That Council adopt the Long Term Financial Plan 2020 – 2040 as attached at Appendix 6.1(1).

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision
Action	4.2.1.4	Demonstrate sound financial planning and management including revenue/expenditure review and revenue diversification strategies and long-term financial planning.

EXECUTIVE SUMMARY

Council are requested to adopt the Draft Long Term Financial Plan 2020-2040 (Plan).

The Plan is part of the Shire’s ongoing commitment to planning for the future of the district. Despite the current uncertain times, it provides the Shire and the community with a picture of the Shire’s long term financial and asset management circumstances and assists us to meet our strategic objectives, both during and beyond the COVID-19 Pandemic.

The key components of the Plan are:

- Planning for a Sustainable and Stable Future
- Overall Financial Strategy
- Significant Financial Challenges
- Forecast Capital Projects

BACKGROUND

The Long Term Financial Plan was previously adopted by Council in 2013 and 2017. The requirements for a Long Term Financial Plan review is a minor review each year and a major review conducted every 4 years in line with the review of the Strategic Community Plan and Corporate Business Plan, and other informing documents.

Council has participated in four workshops throughout the development of the Draft Plan to allow an understanding of the rationale behind the data.

FINANCIAL IMPLICATIONS

The financial implications of the activities and projects contained in the Plan are contained within the document itself. The forecasts contained within will be used as a basis for producing the Draft Annual Budget for 2021-2022.

POLICY COMPLIANCE

Not applicable

STATUTORY COMPLIANCE

Regulation 19DA of the Local Government (Administration) Regulations

“(c) develop and integrate matters relating to resources, including asset management, workforce planning and long-term financial planning.”

CONSULTATION

Councillors and Senior Staff, with reference to the Strategic Community Plan, Corporate Business Plan, Workforce Plan and Asset Management Plan.

OFFICER COMMENT/CONCLUSION

The Plan is an informing document to the Integrated Planning and Reporting Framework and will support work on our Corporate Business Plan and Workforce Plan to achieve our goals and drive the Shire in achieving its vision of ‘A proud community enjoying our rural lifestyle, cultural heritage and natural environment!’

6.2 2019-2020 ANNUAL REPORT

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	NA
Author	Maureen Keegan, Manager Executive Services
Responsible Manager	Ben Rose, Chief Executive Officer
Attachments	6.2 (1) – 2019-2020 Annual Report
Voting Requirements	Absolute Majority

Recommendation
<p>That Council accept the Annual Report for the year ending 30 June 2020 as attached at Appendix 6.2(1).</p>

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	4.2	A respected, professional and trusted organisation
Strategy	4.2.1	Effective and efficient operations and service provision
Action	4.2.1.2	Seek a high level of legislative compliance and effective internal controls

EXECUTIVE SUMMARY

The annual report seeks to provide a record of the events and operations of the Shire for the past financial year. The minimum content is prescribed and includes a full copy of the Annual Financial Report and a copy of the Auditor’s report.

The Annual Report is required to be accepted by the Council prior to making it publicly available to the community by posting it on the Shire’s website and presenting it to the Annual General Meeting of Electors.

BACKGROUND

The Annual Financial Statements and Auditors Report were reviewed by the Audit and Risk Management Committee on the 15 December 2020 and received by Council at the 16 December 2020 Ordinary Council Meeting.

FINANCIAL IMPLICATIONS

Nil.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

5.54. Acceptance of annual reports

- (1) *Subject to subsection (2), the annual report for a financial year is to be accepted* by the local government no later than 31 December after that financial year.*

** Absolute majority required.*

- (2) *If the auditor's report is not available in time for the annual report for a financial year to be accepted by 31 December after that financial year, the annual report is to be accepted by the local government no later than 2 months after the auditor's report becomes available.*

5.55. Notice of annual reports

The CEO is to give local public notice of the availability of the annual report as soon as practicable after the report has been accepted by the local government.

5.55A. Publication of annual reports

The CEO is to publish the annual report on the local government's official website within 14 days after the report has been accepted by the local government.

CONSULTATION

The annual report is presented for acceptance prior to calling the Annual General Meeting of Electors.

6.3 ANNUAL GENERAL MEETING OF ELECTORS

Location	Shire of Donnybrook Balingup
Applicant	Shire of Donnybrook Balingup
File Reference	Not Applicable
Author	Maureen Keegan, Manager Executive Services
Responsible Manager	Ben Rose, Chief Executive Officer
Attachments	Nil
Voting Requirements	Simple Majority

Recommendation
<p>That Council</p> <ol style="list-style-type: none"> 1. Schedules the Annual General Meeting of Electors for Wednesday 20 January 2021 commencing at 5:00pm in the Shire of Donnybrook Balingup Council Chamber, 2. Instruct the Chief Executive Officer undertake all statutory advertising.

STRATEGIC ALIGNMENT

The following outcomes from the Corporate Business Plan relate to this proposal:

Outcome	4.1	A strategically focused, open and accountable local government
Strategy	4.1.2	Continue to enhance communication and transparency
Action	4.1.2.1	Ongoing meaningful communication and engagement with residents, ratepayers and stakeholders.

EXECUTIVE SUMMARY

The purpose of this report is for Council to confirm a date for the Annual General Meeting of Electors.

BACKGROUND

In accordance with the provisions of section 5.27 of the *Local Government Act 1995*, a general meeting of electors of a district is to be held once every financial year, but not more than 56 days after the local government accepts the annual report for the previous financial year.

In addition, section 5.29(1) of the Act requires a minimum 14-day notice period of the annual meeting of electors be given via local public notice.

FINANCIAL IMPLICATIONS

Not applicable.

POLICY COMPLIANCE

Not applicable.

STATUTORY COMPLIANCE

Section 5.27 of the *Local Government Act 1995*.

CONSULTATION

Advertisement via South Western Times, Shire Website and Social Media.

OFFICER COMMENT/CONCLUSION

Giving consideration to the requisite statutory timeframes (in particular the 14 day notice period), the lead time required to lodge a notice in any of the local newspaper publications as necessary for a “local public notice”, it is suggested that Council hold its 2019-20 Annual Meeting of Electors Wednesday 20 January 2021.

7 MEETING CLOSED TO THE PUBLIC

7.1 MATTERS FOR WHICH THE MEETING MAY BE CLOSED

Nil

7.2 PUBLIC READING OF RESOLUTIONS THAT MAY BE MADE PUBLIC

Nil

6 CLOSURE

The Shire President to advise that the next Ordinary Council Meeting will be held on Wednesday 24 February 2021 commencing at 5.00pm.